



Criminal Justice Division
Medicaid Fraud Control Unit – Albany
Office Manager
Reference No. MFCU_ALB_OM_6357

Application Deadline is February 14, 2025

The Office of the New York State Attorney General's [Medicaid Fraud Control Unit](#) (MFCU) is seeking an Office Manager for its Albany office. The mission of MFCU is to investigate, prosecute, and bring affirmative civil cases against individuals and corporate entities responsible for improper or fraudulent Medicaid billing schemes, as well as to investigate and prosecute allegations of abuse and neglect of residents in nursing homes and other residential healthcare facilities. The importance of this work is highlighted in [OAG's report](#) investigating allegations of COVID-19-related neglect of nursing home residents across New York state.

Duties:

- Working cooperatively and collaboratively to support attorneys, auditors, detectives, and other administrative personnel with administrative tasks and projects that will often require independent performance of clerical duties.
- Overseeing the daily administrative functioning of the office, including directing incoming calls and visitors; scheduling and coordinating logistics for internal and external meetings, such as preparing materials, organizing participant schedules, and arranging travel, space, and technology needs; overseeing multiple calendars; managing, prioritizing, and responding to phone messages and emails; and the timely processing of expense reports.
- Maintaining office equipment and files/records (both paper and electronic), ordering office supplies, communicating directly with vendors, and printing, scanning, photocopying, and shipping documents.
- Regularly handling confidential material and information and exercising discretion in doing so, including sorting and delivering daily mail.
- Troubleshooting problems with all office equipment and handling service calls to vendors.
- Submitting accounts payable and reviewing all invoices for accuracy.
- Recurring and ongoing data entry tasks and assignments, including compiling information for the weekly trial calendar and other special data entry projects.
- Supervising and training administrative support staff, as necessary.
- Interacting regularly with other regional office staff, other OAG bureaus, and outside entities.
- Completing projects and performing other duties as assigned.

Qualifications:

- Relevant work experience as either an office manager or administrative assistant demonstrating the ability to handle a range of administrative and clerical duties/responsibilities.
- Comfort and proficiency using technology to complete work assignments, including using Outlook, Word, Excel, and Teams, and learning new computer applications as needed.
- Strong verbal and written communication, organization, and analytical skills.
- Proactive with the ability to self-troubleshoot and self-manage multiple deadlines and competing priorities.
- Customer-focused with the proven ability to work independently and collaboratively in a team setting.
- Sound judgement with experience handling sensitive and confidential information and documents.

The annual salary for this position is \$60,411. As an employee of OAG, you will join a team of dedicated individuals who work to serve the people of our state through a wide variety of occupations. We offer a comprehensive New York state benefits package, including paid leave, health, dental, vision and retirement benefits, and family-friendly policies. Additionally, OAG offers a robust Workplace Flexibilities Program with multiple options for employees, including

telecommuting (up to two days per week) and alternative work schedules.

*Candidates from diverse backgrounds are encouraged to apply.
The OAG is an equal opportunity employer and is committed to workplace diversity.*

HOW TO APPLY

Applications must be submitted online. To apply, please click the following link: [MFCU ALB OM 6357](#)

To ensure consideration, applications must be received by close of business on February 14, 2025.

Applicants must be prepared to submit a complete application consisting of the following:

- **Cover Letter**
 - You may address your letter to the Legal Recruitment Unit.
 - Indicate why you are interested in a position with OAG and what makes you a strong candidate. You may wish to include information about what life experiences you will bring to the position that will enhance OAG's ability to better serve the diverse population of this state.
- **Resume**
- **Writing Sample**
 - Your sample should demonstrate your ability to analyze and organize information into an effective document that is well-organized and error-free.
 - If needed, please include a cover page to provide the reviewer with any relevant context or background information.
- **List of three (3) references**
 - Only submit professional references, supervisory references are preferred.
 - For each reference, indicate the nature and duration of your relationship.
 - Include contact information and email addresses for each reference.
 - Please note that your references will not be contacted until after you interview for the position.

If you have questions regarding a position with OAG, the application process, or need assistance with submitting your application, please contact Legal Recruitment via email at recruitment@ag.ny.gov or phone at 212-416-8080.

For more information about OAG, please visit our website: ag.ny.gov