



Investigations Division
Office of the Chief of Investigations (OCI) – Albany
Fleet Coordinator
Reference No. INV_OCI_ALB_28930_041925

Application Deadline is April 19, 2025

The Office of the New York State Attorney General is seeking qualified candidates for the position of Fleet Coordinator. This position will be based in Albany.

The Office of the Chief of Investigations (OCI) is responsible for the overall administrative operations of the Investigations Division. OCI is charged with ensuring that the Chief of Investigation's administrative objectives are met with strict accountability as well as ensuring it provides comprehensive, innovative support to Division members and the Division's mission.

Duties performed by the Fleet Coordinator may include, but are not limited to the following:

- Assist in the procurement of new and leased vehicles and accept delivery of vehicles.
- Prepare, submit, obtain, and process registration information for all Department of Law (DOL) fleet vehicles.
- Maintain vehicle database and primary vehicle files.
- Maintain education and awareness in fleet coordination through appropriate courses.
- Assess, analyze, and make recommendations regarding current and future fleet needs.
- Collect and maintain data related to the operation and maintenance of agency fleet vehicles.
- Review and approve fleet maintenance and repair costs and assist drivers with tire purchases.
- Review monthly inspection reports, maintenance receipts and ending mileage on vehicle cost records.
- Compile monthly vehicle cost record which are used to generate vehicle history reports.
- Disseminate recall and other safety notices to drivers.
- Liaison with multiple state agencies, private vendors, and multiple bureaus within the Office of the New York State Attorney General (OAG).
- Maintain Holman and New York State Office of General Services (OGS) FleetWave data.
- Gather information related to fleet vehicle accidents and liaison with appropriate governmental entities to ensure all requirements and claims are met in a timely manner.
- Coordinate with vendors for the install and removal of police equipment.
- Prepare vehicles for surplus and complete associated OGS forms.
- Transport vehicles to local vendors, OAG warehouse, OGS surplus and OAG regional offices as needed.
- Review and maintain daily NYS Department of Motor Vehicles (DMV) activity reports and LENS list.
- Administer DMV COMPASS program.
- Administer online defensive driving training program for drivers with collision history.
- Prepare and gather agency's annual taxable use forms for submission to payroll.
- Work with internal Administrative Services Bureau (ASB) in obtaining and renewing Albany OGS parking.
- Manage WEX fuel cards, WEX PINs and EZ passes for fleet vehicles and drivers.
- Assist in the dissemination and inventory of parking placards.
- Maintain and renew vehicle transporter plates.
- Update agency vehicle use manual and forms as needed.
- Work with New York State Police (NYSP) and DMV to obtain undercover documentation for investigative staff.
- Assist in management of InTime and other Investigations Division databases and resources.
- Provide InTime support to staff and new hires.
- Assist users and supervisory staff with fleet or InTime questions.
- Generate reports as needed.

- Review accident/collision reports and related documents and forms for accuracy, thoroughness, and completeness.
- Coordinate with the Office of the Chief Investigator in identifying and scheduling Investigations Division personnel who require defensive driving course training and instruction.

Minimum Qualifications:

- Must possess a valid NYS Driver License and have the ability and willingness to drive a motor vehicle.
- Ability to work in both a traditional office setting and in the field as tasks dictate.
- Experience working with and maintaining confidential information.
- Must be detail oriented and organized.
- Proficiency with computers, common software programs (Word, Excel, Access) and willingness to learn new software applications.
- Experience with or ability to learn fleet management tools; FleetWave, Holman Insights, Wex Fleet.

Preferred Qualifications:

- Valid NYS Class C Driver's License.

The annual salary for this position is \$63,160. This position is in the exempt class, and incumbents serve at the pleasure of the Attorney General.

*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 on this link: [INV_OCI_ALB_28930_041925](#).

To ensure consideration, applications must be received by close of business on April 19, 2025.

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

- **Cover Letter** - Include the Reference number: INV_OCI_ALB_28930_041925
- **Resume**
- **List of three (3) references** - Only submit professional references, supervisory references are preferred.

If you have questions regarding a Detective Investigator position with the OAG, the application process, or need assistance with submitting your application, please email Investigator.Jobs@ag.ny.gov or call 518-776-2500.

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