

EMPLOYMENT ANNOUNCEMENT

TITLE: LEGAL ASSISTANT 2
STATUS: PERMANENT
BUREAU: INVESTOR PROTECTION
LOCATION: NEW YORK CITY
SALARY GRADE (SG): PEF, SG 17
(HIRING RATE: \$61,516; JOB RATE: \$78,307)*

*The base salary will include an additional \$3,400 per year in downstate adjustment location pay.

We are seeking talented and motivated support staff to work with our attorneys in the State's law firm. The selected candidate will be part of a fast-paced office, gaining experience while providing public service on behalf of the State of New York. The [Attorney General](#) serves the public interest of all New Yorkers in matters affecting their daily lives, enforcing laws to protect consumers, tenants, patients, workers, investors, and charitable donors. The office coordinates statewide civil and criminal investigations, promoting economic and social justice, encouraging harm-reducing public health strategies, and preserving the state's environment.

Careers with the State offer multiple benefits including **paid vacation leave (13+ days per year)**, sick leave, **paid State holidays off**, **health insurance** including vision & dental, entry into the **NYS retirement** (pension) system, education and training, eligibility for public student loan forgiveness, and **job stability with promotional opportunities**. Workplace flexibilities include multiple options for employees including **telecommuting** (up to two days per week) and alternative work schedules.

MINIMUM QUALIFICATIONS

NY HELPS: This title is part of the New York Hiring for Emergency Limited Placement Statewide Program (NY HELPS).

For the duration of the NY HELPS Program, this title maybe filled via a non-competitive appointment, which means no examination is required but all candidates must meet the minimum qualifications of the title for which they apply.

At a future date (within one year of permanent appointment), it is expected employees hired under NY HELPS will have their non-competitive employment status converted to competitive status, without having to compete in an examination. Employees will then be afforded with all of the same rights and privileges of competitive class employees of New York State. While serving permanently in a NY HELPS title, employees may take part in any promotion examination for which they are qualified.

NON-COMPETITIVE QUALIFICATIONS:

Candidates must have a minimum of **three years** of full-time experience as a Paralegal/Legal Assistant (see "definition" below).

OR

An associate degree (or higher) **in any field**, where the degree was granted from a regionally accredited college or university, or one approved by the American Bar Association (ABA) **AND two years** of full-time experience as a Paralegal/Legal Assistant (see "definition" below).

OR

Graduation from an accredited (ABA approved) law school with a degree required for the NYS Bar **AND two years** of full-time experience as a Paralegal/Legal Assistant (see "definition" below).

OR

An associate degree (or higher) **in a paralegal /legal assistant/legal studies program or a certificate in a paralegal/legal assistant program** where either the degree or certificate was granted from a regionally accredited

college or university or one approved by the American Bar Association (ABA) **AND one year** of full-time experience as a Paralegal/Legal Assistant (see “definition” below).

Definition: A Paralegal/Legal Assistant is someone who applies knowledge of the law and legal procedures in rendering direct assistance to lawyers, clients, and courts; prepares and interprets legal documents and forms; researches, compiles, and uses information from legal materials to provide both written and verbal comments on their findings; and analyzes and handles routine procedural problems independently with minimal attorney oversight. (**Examples of non-qualifying experience:** receptionist, records clerk, bookkeeper, office manager.)

OTHER WAYS TO QUALIFY:

Reachable on the Department of Civil Service Eligible list for **Legal Assistant 2**.

OR

Permanent or Contingent-Permanent competitive status as a **Legal Assistant 2**.

OR

Eligible for a lateral transfer or transfer under Section 70.1 of the Civil Service Law by having **one year** of permanent competitive service in an appropriate title. To determine if your current Civil Service title is eligible for transfer to this title, visit the [Career Mobility GOT-IT website](#).

OR

Non-Competitive Promotion (NCP): If there are no more than three qualified candidates in the promotion field for this position, the agency may request approval from the Department of Civil Service to fill this position via a noncompetitive promotion (NCP) examination pursuant to Section 52.7 of the Civil Service Law. To be eligible for the NCP, a candidate must be in the direct promotion field, must not have failed (or failed to take, if eligible at that time) the last holding of the promotion examination for the title listed above, **and** must have **one year** of permanent or contingent-permanent competitive or 55-b/c service as a Legal Assistant 1.

DUTIES

This **Legal Assistant 2** position will focus on cryptocurrency enforcement actions and encompass traditional paralegal roles, as well as analyzing and tracing cryptocurrency transactions and wallets. In this role, the incumbent will work on a number of different matters and participate in a wide range of undertakings to support investigations and cases, including, but not limited to the following:

- Organize and manage matter filings, productions, and administration in different databases and case management systems.
- Research WestLaw or Lexis case databases to find relevant case decisions or case histories.
- Assist with the preparation of legal documents and filings, including drafting as necessary, proofreading, formatting, and citations.
- Assist with case research, including review and organization of relevant documents.
- Assist in preparing materials for witness interviews and testimony.
- Help draft and track compliance to subpoenas, in particular subpoenas to exchanges for account and wallet information or requests to freeze crypto assets and account activities.
- Assist with investigative functions such as researching databases, publicly available information and other open-source intelligence (OSINT) tools to identify and locate persons and companies of interest.
- Work with large datasets of cryptocurrency transactions to map the flow of funds, identify potential identities of online actors or subpoenaable intermediaries, and identify transactional or other patterns relevant to investigations.
- Use tools such as Chainalysis to trace the flow of funds, including across blockchain networks or through mixers like Tornado Cash.
- May perform other duties as assigned.

Preferred Qualifications:

- Strong communication, writing, research and organizational skills, including in Word and Excel.

- Experience conducting searches and research in case databases like WestLaw and Lexis.
 - Experience using document management systems like Relativity, including conducting effective searches and organizing hot/key documents.
 - Strongly prefer experience and certification with blockchain tracing tools like Chainalysis or willingness to learn.
 - Self-starter who is comfortable learning new concepts, being proactive and collaborative with lawyers, staff and other analysts in the bureau; comfortable being in a role whose requirements may change given the evolving nature of the work and proactive in suggesting ways to adapt the role to those evolving conditions.
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HOURS

Monday through Friday, between 9:00 a.m. and 5:00 p.m. (37.5 hours/week). Alternative work schedules and telecommuting (up to two days weekly) may be available. Scheduling determinations are dependent upon the needs of the Bureau, are subject to continuing management review, and will be communicated during interviews.

HOW TO APPLY

In your submission, you must provide sufficient information to determine from your resume and/or cover letter that you meet the minimum qualifications stated above. If a certificate or degree is required to demonstrate that you meet the minimum qualifications, you must provide proof that you hold the required certificate or degree.

APPLICATIONS ARE BEING RECEIVED ONLY. To apply, please click the following link: [LA2_IPB_NYC_182871](#)

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

Posted March 14, 2025