

VACANCY ID # 182436

EMPLOYMENT ANNOUNCEMENT



TITLE:
STATUS:
BUREAU:
LOCATION:
SALARY GRADE (SG):

OFFICE ASSISTANT 1
CONTINGENT-PERMANENT
BUDGET & FISCAL MANAGEMENT
ALBANY
CSEA, SG 6 (Hiring Rate: \$35,177, Job Rate: \$43,521)

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 may be 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:

There are no minimum education or experience requirements for this title.

OTHER WAYS TO QUALIFY:

Reachable on the Department of Civil Service Eligible list for Beginning Office Assistant.

OR

Eligible for a lateral transfer or eligible for 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

55 B/C: This position is eligible for 55b/c appointment, and candidates with 55b/c eligibility are encouraged to apply. To be eligible for a 55b/c appointment, candidate must be currently enrolled in the Civil Service 55b/c program and must meet the minimum qualifications listed above.

DUTIES

The incumbent will report to the Accounts Payable Supervisor in the Budget and Fiscal Management Bureau and shall perform a variety of clerical and office support duties that require substantive knowledge of rules, regulations, and procedures that apply to processing accounts payable vouchers in SFS. Specific duties for this position include, but are not limited to, the following:

- Verify invoices for agreement with purchase orders or contracts, ensure required paperwork and approvals are present, and facilitate payment in the State's Financial System (SFS).
- Reconcile monthly paper and VISA statements using online Statewide Financial System (SFS) for OAG Staff.
- Receive incoming mail; open, sort, and distribute to staff as well as receive and transmit electronic mail.
- Greet visitors, answer telephones, respond to standard inquiries concerning program, policy, and procedure, and refer more technical questions to appropriate staff.
- Respond to inquiries from OAG staff for assistance.
- Coordinate and schedule meetings.
- Maintain office calendar and manage video conference room reservations.
- Maintain files and procedures with the established policies.
- Prepare correspondence, reports, forms, charts and other documents to produce an accurate and grammatically correct final copy.
- Operate computer, fax, scanner and copy machines.
- Maintain manual and automated files of correspondence, documents, and material, and office procedure manuals by coding and filing new material, searching for requested material, and periodically purging obsolete material.
- Inventory and order office supplies via online ordering form.
- May assist Travel Unit with processing Employee Expense Reports in SFS according to the Office of the Attorney General and the Office of the State Comptroller's travel policy, and processing requests.
- Work on special projects and/or perform other duties as assigned.

HOURS

The agency's hours of operation are Monday through Friday, between 8:30 a.m. and 5:00 p.m. (37.5 hours/week). Scheduling determinations are dependent upon the needs of the Bureau and will be communicated during interviews.

HOW TO APPLY

Applications are being received online. To apply, please click on the following link: [ADM_BFMB_OA1_182436](#).

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

Posted March 11, 2025