

EMPLOYMENT ANNOUNCEMENT



TITLE:	LAW DEPARTMENT DOCUMENT SPECIALIST OR LAW DEPARTMENT DOCUMENT SPECIALIST TRAINEE
STATUS:	PERMANENT
BUREAU:	REGIONAL OFFICE
LOCATION:	HARLEM
SALARY:	SEE BELOW

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 this time, agencies may recruit and hire employees by making temporary appointments. In May 2024, if a temporary NY HELPS employee is satisfactorily performing in the position, the appointment will be changed from temporary pending Civil Service Commission Action to permanent non-competitive and the official probationary period will begin.

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 Minimum Qualifications:

- **Law Department Document Specialist (LDDS)** (*Salary Grade 9, current starting salary \$41,399, job rate \$50,884*): Eighteen months of experience supporting the work of attorneys, paralegals, and investigative staff by independently producing the legal documents that are required to support judicial actions.
- **LDDS Trainee 2** (*NS Equated Salary Grade 8, current starting salary \$39,215, job rate \$48,294*): One year of experience supporting the work of attorneys, paralegals, and investigative staff by independently producing the legal documents that are required to support judicial actions.
- **LDDS Trainee 1** (*NS Equated Salary Grade 6, current starting salary \$35,177, job rate \$43,521*): There are no minimum education or experience requirements.

Current NYS Employee: At least one year of permanent or contingent-permanent status as an Office Assistant 1 (any parenthesis) OR eligible for transfer into traineeship.

**The selected candidate must pass a keyboarding test that demonstrates the ability to enter text at a rate of at least 30 words per minute with at least 96% accuracy by completion of probation. If appointed at the traineeship level, you will need to complete the required coursework in order to advance to the full LDDS SG-9.*

**Positions located in New York City receive an additional \$3,400 downstate adjustment location pay annually.*

DUTIES

Reporting to an Office Manager, the incumbent of the requested Law Department Document Specialist position will work cooperatively with support staff in other bureaus and have the ability to use proper judgment in prioritizing work to meet deadlines. Specific duties include, but are not limited to, the following:

- Open and close cases using NYMatters to docket all necessary information.
- Enter and store documents on computer, enter and retrieve specific data for reports, case tracking system, and other databases.
- Create archives list for closed cases (via our paper management system [PAM]).
- Work with other bureaus and regional offices to ensure a smooth transfer of files on appeal.
- Transfer pleadings served upon the Harlem Regional Office to state counsel.
- Maintain logs and other records regarding document preparation.
- Cover the reception desk.
- Answer, screen, and forward calls on constituent and case-related matters.
- Respond to inquiries from the public.
- Perform general office duties as assigned, such as phone duties, copying and faxing.
- Process, screen and deliver incoming bureau mail.
- Prepare, stamp, and deliver outgoing mail.
- Perform other duties as assigned.

HOURS

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

HOW TO APPLY

Applications must be submitted online (transcript not required). To apply, please click on the following link:
[HRO LDDS 160714](#)

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

POSTED JUNE 11, 2024