Legal Assistant 2, SG-17

Location: One State Street, New York City  
Business Unit: Criminal Investigations Unit (CIU)

Negotiating Unit: Professional, Scientific & Technical (PEF)

Please note that a change in negotiating unit may affect your salary, insurance and other benefits.

Salary: $57,984 - $73,813

Positions located within the New York City metropolitan area, as well as Suffolk, Nassau, Rockland, and Westchester Counties, are also eligible to receive an additional $3,026 annual downstate adjustment.

Appointment Status: Permanent

The New York Department of Financial Services (DFS) seeks to build an equitable, more transparent and resilient financial system that benefits New Yorkers and supports business. Through engagement, data-driven regulation, and operational excellence, DFS is responsible for empowering consumers and protecting them from financial harm; ensuring the health and stability of the financial entities we regulate; and driving economic growth through responsible innovation.

DFS is seeking candidates for the position of Legal Assistant 2. Duties include, but are not limited to, the following:

- Assists with preparation for administrative hearings, witness interviews and testimony, including exhibit assembly;
- Updates and maintains matter folders on shared Network drive;
- Assists attorneys with production and document review searches, including locating and downloading documents from internal databases and third-party management systems;
- Formats, types, and proofreads legal documents and correspondence for staff;
- Reviews outgoing correspondence and legal documents for proper grammatical usage, clarity, etc.;
- Performs due diligence procedures or research;
- Reviews and summarizes documents resulting from due diligence research;
- Provides administrative assistance to Enforcement Unit;
- Maintains and update production logs, informational charts, and status logs for various matters;
- Performs complex paralegal work;
- Uploads documents received in response to subpoenas and correspondence to Network drives and coordinate with IT Department to upload production materials to internal databases and shared drives;
- Assists with file arrangement and makes recommendations for filing system/processes;
- Maintains records retention system by following the Department’s document retention schedule for proper archival and retrieval of documents;
- Reviews, maintains, and updates files to ensure proper documentation supported;
- Schedules meetings for staff if necessary;
- Retrieves court filings from various third-party databases as needed;
• Maintains familiarity with document review platforms and various document production formats;
• Assists supervisors with miscellaneous tasks and special projects; and
• Other duties as assigned

Appointment method:

List Appointment: Candidates must be reachable on the Civil Service eligible list Legal Assistant 2, 26-786 or 386-09

Transfer: Candidates must have one year of permanent competitive service in a title eligible for transfer via Section 70.1 of the Civil Service Law. Information regarding transfer eligibility may be available on the Civil Service Career Mobility Office website at http://careermobilityoffice.cs.ny.gov/cmo/.

Please Note that under Civil Service Law, an employee cannot have two consecutive upward 70.1 or 52.6 transfers without an intervening eligible list appointment if such transfers would exceed two salary grades.

To Apply: Interested qualified candidates must submit a resume and letter of interest no later than July 15, 2022 to the email address listed below. Please include the Box # LA2 – 00282 in the subject line of your email to ensure receipt of your application. Email submissions are preferred.

Christine McCann
Box LA2 - 00282
New York State Department of Financial Services
Office of Human Resources Management
One Commerce Plaza, Suite 301
Albany, NY 12257
Email: Christine.McCann@dfs.ny.gov
Fax: (518) 402-5071

All candidates that apply may not be scheduled for an interview

Public Service Loan Forgiveness
Employment with New York State qualifies an individual for Public Service Loan Forgiveness (PSLF). This program forgives the remaining balance on any Direct Student Loans after you have made 120 qualifying monthly payments while working full-time for a U.S. federal, state, local, or tribal government or not-for-profit organization. To learn more about the program and whether you would qualify, please visit: https://studentaid.gov/manage-loans/forgiveness-public-service

AMERICANS WITH DISABILITIES ACT: REASONABLE ACCOMMODATIONS

Under the Americans with Disabilities Act (ADA), the Department of Financial Services is required to provide reasonable accommodation for known physical or mental limitations of an otherwise qualified applicant with a disability if an accommodation would enable the applicant to perform the essential functions of the job. If the accommodation would constitute an undue hardship on the operations of the agency, the agency is not required to provide it.

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor’s Office of Employee Relations at (518) 474-6988 or via email at response@oer.ny.gov.