

Legal Aide

Announcement Posted:

3/20/2025

Responses must be hand delivered or postmarked by:

3/30/2025

Salary Range:

\$25.00/Hour

Temporary/Hourly positions

Location:

Office Of Administrative Hearings
40 North Pearl Street
Albany, NY 12243

Grade:

NS

of Positions:

9

Candidates Must Meet the Following Qualifications:

Candidates must be currently enrolled as full-time students at a law school.

Duties of Position:

The Legal Aide will perform a variety of routine legal, paralegal, and clerical duties under the supervision of an Attorney admitted to the New York State Bar. Duties are assigned commensurate with an individual's level of education and experience. Illustrative tasks include but are not limited to:

- Observe hearings;
- Conduct legal research;
- Assist Hearing Officers with calendars;
- Draft preliminary decisions after fair hearings; and
- May ask questions during hearings to ensure the record is fully developed.

Conditions of Employment:

Temporary hourly appointments will be made. If certified by Civil Service, mandatory reemployment list candidates must be considered first for appointment to these titles.

Your resume must indicate how you meet the minimum qualifications for these positions. Non-specific submissions may be disqualified from further consideration if the information you provide does not meet the minimum qualifications.

Remarks:

- **Candidates should reference 25-058 when submitting your application.**
- **If submitting electronically, please reference 25-058 as part of your subject line.**
- **If you are interested in applying to these positions, please visit [how to apply](#) for applicant instructions.**

NYS OTDA seeks to promote a diverse workforce that is a representation of the various cultures, voices, backgrounds, ideas, and talents of the citizens and communities that we serve. We actively solicit and encourage applications from Black, Indigenous, and People of Color (“BIPOC”); LGBTQIA+ individuals; women; people with disabilities; and military veterans.