

Legal Aide

Announcement Posted:

5/1/2025

Responses must be hand delivered or postmarked by:

5/11/2025

Salary Range:

\$25.75/Hour

Temporary/Hourly positions

Location:

Division of Legal Affairs
40 North Pearl Street
Albany, NY 12243

Grade:

NS

of Positions:

2

Candidates Must Meet the Following Qualifications:

Candidates must be currently enrolled as full-time students at a law school recognized by the New York State Education Department.

Duties of Position:

The Legal Aide will perform a variety of routine legal and paralegal 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.

Duties include, but are not limited to, the following:

Assist the Office of temporary and Disability Assistance (OTDA) program attorneys in providing legal opinions and guidance to OTDA's program areas on:

- New/existing policy, laws, and regulations;
- Analyzing new legislation and changes to existing legislation;
- Reviewing data share agreements and contracts;
- Aiding in ongoing and new litigation matters;
- Drafting legal memoranda;

- Performing legal research; and
- Assisting with other projects as needed.

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 25-089 when submitting your application.**
- **If submitting electronically, please reference 25-089 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.