

## Legal Assistant 2 (NY HELPS)

**Announcement Posted:**

12/18/2025

**Responses must be hand delivered or postmarked by:**

12/28/2025

**Salary Range:**

\$63,361 to \$80,655

**Location:**

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

**Grade:**

17

**# of Positions:**

1

**Candidates Must Meet the Following 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, candidates may be hired via a non-competitive appointment if they meet the below NY HELPS minimum qualifications.

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 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:**

Three years of full-time experience as a Paralegal/Legal Assistant (see "definition" below).

Definition: a Paralegal/Legal Assistant is someone who applies knowledge of the law and legal procedures in rendering direct assistance to lawyers, clients, and courts; prepares and interprets legal documents and forms; researches, compiles, and uses information from legal materials to provide both written and verbal comments on their findings; and analyzes and handles routine procedural problems independently with minimal attorney oversight.

Examples of non-qualifying experience: receptionist, records clerk, bookkeeper, office manager.

Substitution: An associate degree (or higher) in paralegal/legal assistant/legal studies program or a certificate in a paralegal/legal assistant/legal studies program where the degree was granted from a regionally accredited college or university, or one approved by the American Bar Association (ABA) or

an associate degree in any field where the degree was granted from a regionally accredited college or university, or one approved by the American Bar Association (ABA) and one year of experience as a Paralegal/Legal Assistant (see definition in MQs) or graduation from an accredited (ABA approved) law school with a degree required for NYS Bar will be accepted as meeting the educational and experience requirements for this title.

**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. Information about the 55b/c program can be found here: [55b/c Recruitment Resources Center \(ny.gov\)](https://careermobilityoffice.cs.ny.gov/cmo/gotit/).

#### **COMPETITIVE QUALIFICATIONS:**

Eligible for a lateral transfer or eligible for transfer under Section 52.6 or 70.1 of the Civil Service Law by having one year of permanent competitive service in an appropriate title. Information regarding transfer eligibility is available on the Civil Service Career Mobility Office website at <https://careermobilityoffice.cs.ny.gov/cmo/gotit/>.

**OR**

Reachable on the appropriate eligible list in Albany.

#### **Preferred Experience:**

A minimum of one year experience working in a law office or legal department and familiarity with legal papers, including pleadings, subpoenas, discovery demands and motions.

#### **Duties of Position:**

Working under the supervision of the Deputy Counsel and a Senior Attorney in the Division of Legal Affairs, the Legal Assistant 2's duties include, but are not limited to, the following:

- Coordinate Freedom of Information Law (FOIL) and Personal Privacy Protection Law (PPPL) record collection with divisions throughout the agency;
- Review records being prepared for disclosure in response to the large volume of FOIL and the PPPL requests received by the agency, and redact information exempt from disclosure as necessary;
- Prepare drafts of FOIL and PPPL responses;
- Coordinate the collection of records responsive to the significant number of subpoenas received by the agency;
- Prepare drafts of subpoena and external responses; and
- Assist Deputy Counsels with prepare documents for litigation.

#### **Conditions of Employment:**

A full-time, permanent or contingent permanent appointment will be made. This position's work hours are 9 am to 5 pm. If certified by Civil Service, mandatory reemployment list candidates must be considered first for appointment to these titles. Candidates must be legally authorized to work in the

United States.

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.

Telecommuting up to 50% may be available in accordance with The Office of Temporary and Disability Assistance policy and can be discussed during the interview.

**Remarks:**

- **Candidates should reference 25-204 when submitting your application.**
- **If submitting electronically, please reference 25-204 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. In alignment with New York State's Executive Orders 187 and 31, OTDA is committed to advancing diversity, equity, inclusion, and accessibility by fostering an inclusive workplace.