

**State of New York  
Offices of the Inspector General**

Administrative Assistants – Western Regional Office (Buffalo and Syracuse)

The Office of the New York State Inspector General [“NYSIG”], as established by Executive Law Article 4-A, is entrusted with the responsibility of ensuring that New York State government, its employees, and those who work with the State meet the highest standards of honesty, accountability, and efficiency. The Office of the New York State Welfare Inspector General [“OWIG”], as established by section 74 of the Executive Law, is responsible for maintaining the integrity of New York State’s public assistance programs. The Office of the New York State Workers’ Compensation Fraud Inspector General [“WCFIG”], as established by section 136 of the Workers’ Compensation Law, is responsible for investigating violations of the laws and regulations pertaining to the operation of the workers’ compensation system. The Office of the Gaming Inspector General [“GIG”], as established by the Upstate New York Gaming and Economic Development Act, has the duty to receive and investigate complaints from any source concerning allegations of corruption, fraud, criminal activity, conflicts of interest or abuse in the Gaming Commission.

Collectively, the four offices are known as the Offices of the Inspector General [“OIG”].

**Job Description**

OIG conducts in-depth investigations and analysis of alleged criminal wrongdoing, corruption, conflicts of interest, fraud and abuse in New York State agencies/entities which fall under the jurisdiction of NYSIG, OWIG, WCFIG, and GIG. Administrative Assistants assist the investigative, legal and audit units with all administrative functions involved in conducting investigations. Administrative Assistants provide direct administrative support for the office senior staff, as well as assist in statewide administrative functions. Position requires strict adherence to confidentiality.

**Minimum Qualifications**

The ideal candidate has a collegial attitude, possesses sound judgment and is a self-starter who works well independently. The ideal candidate is a multitasker, who is proficient in planning, organizing, and prioritizing daily work and long-term projects, and can learn and adept to new scenarios as required. The Administrative Assistant is required to communicate with the public, federal, state, and local agencies/entities and other law enforcement agencies; it is expected that the candidate both presents professionally and possesses strong oral and written communication skills. In addition, candidate must be highly computer proficient and be well-versed in typing, grammar, word processing and creating spreadsheets. Prior New York State or city government experience is a plus. While a bachelor’s degree is not required it is highly preferred.

**New York State Residency is Required.** This is a Management Confidential position that is appointed by the Inspector General. The salary ranges for Administrative Assistant is \$43,932-\$55,336 (Grade 11 equivalent).

**To Apply:**

Please email resume and cover letter, with "Administrative Assistant" and interested location in the subject line, to:

**jobs@IG.NY.gov**

The State of New York does not discriminate on the basis of race, color, national origin, sex, age, sexual orientation, religion or disability in the admission to, access to or employment in our programs or activities. Reasonable accommodation will be provided upon request. The State of New York is an Equal Opportunity Employer.