

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

Administrative Assistant – New York City Office

The Offices of the Inspector General (“OIG”) are comprised of three entities, derived from three appointments held by Inspector General Lucy Lang: The Office of the New York State Inspector General (“NYSIG”), as established by Executive Law Article 4-A, which is entrusted with the responsibility of ensuring that New York State government, its employees, and those who work with the State are free from corruption, fraud, criminal activity, conflicts of interest, or abuse; The Office of the New York State Welfare Inspector General (“OWIG”), as established by section 74 of the Executive Law, which is responsible for maintaining the integrity of New York State’s public assistance programs; and The Office of the New York State Workers’ Compensation Fraud Inspector General (“WCFIG”), as established by section 136 of the Workers’ Compensation Law, which is responsible for investigating violations of the laws and regulations pertaining to the operation of the workers’ compensation system. Additionally, as of June 18, 2021, the duties and responsibilities of the former Office of the Gaming Inspector General were transferred to and encompassed by NYSIG, including 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. OIG has six office locations, in Albany, Buffalo, Hauppauge, New York City, Suffern and Syracuse.

**Job Description**

OIG is seeking an administrative assistant to provide support to the agency’s attorneys, auditors, and investigators as they conduct confidential investigations into allegations of fraud, abuse, corruption, conflicts of interest, and other criminal activity involving New York State agencies, employees and those doing business with the State.

Responsibilities include, but are not limited to:

- Providing direct administrative support to office staff, including answering phones; scheduling; tracking and processing expense and travel documents; and various other office management assignments.
- Directing complaint hotline calls.
- Scheduling and coordinating of office events, including internal and external meetings.
- Proofreading and editing internal and external materials.
- Constituent correspondence and mail distribution.
- Monitoring office needs (facility and inventory) and handle purchasing as directed.
- Assisting investigative teams by compiling case documents, tracking subpoenas and document requests; logging responsive materials; and handling other administrative requests.

This position provides an excellent opportunity for candidates to enter New York State service and build a strong working knowledge of a wide array of state agencies and authorities as well as to gain exposure to the law enforcement field.

**Minimum Qualifications**

- Excellent oral and written communication skills.
- Strong and professional interpersonal skills for effective engagement with the public, colleagues, and local, state, and federal law enforcement partners.
- Sound judgement and an ability to handle confidential and sensitive information with discretion and diplomacy.
- Demonstrated ability to work with minimal supervision, handle multiple assignments, prioritize tasks, and meet deadlines while maintaining attention to detail.
- Proficiency with Microsoft Word and Excel and adept at learning new computer programs, including proprietary applications and law enforcement databases.
- Prior New York State or city government experience is helpful, though not necessary.
- New York State Residency is required.

**To Apply:**

This is a Management Confidential position that is appointed by the Inspector General and approved at a Grade 14 equivalent. OIG seeks to hire within that grade at a salary range between \$53,403 - \$55,403.

Please email resume and cover letter, with the email subject line Job ID #24-0235 “Administrative Assistant - NYC” to:

**[jobs@IG.NY.gov](mailto:jobs@IG.NY.gov)**

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The State of New York is an Equal Opportunity Employer.