



StateJobsNY

Review Vacancy

Date Posted: 03/10/26

Applications Due: 04/17/26

Vacancy ID: 211297

Position Information

| | |
|------------------------------|---|
| NY HELP | No |
| Agency | Judicial Conduct, State Commission on |
| Title | Legal Secretary/Administrative Assistant |
| Occupational Category | Clerical, Secretarial, Office Aide |
| Salary Grade | NS |
| Bargaining Unit | M/C - Managerial/Confidential (Unrepresented) |
| Salary Range | From \$56665 to \$70869 Annually |
| Employment Type | Full-Time |
| Appointment Type | Permanent |
| Jurisdictional Class | Exempt Class |
| Travel Percentage | 0% |

Schedule

| | |
|-----------------------|---------|
| Workweek | Mon-Fri |
| Hours Per Week | 37.5 |

Workday

| | |
|-------------------------------------|---------|
| From | 8:30 AM |
| To | 5 PM |
| Flextime allowed? | No |
| Mandatory overtime? | No |
| Compressed workweek allowed? | No |
| Telecommuting allowed? | Yes |

Location

| | |
|-----------------------|-------------------------|
| County | New York |
| Street Address | 61 Broadway, Suite 1200 |
| City | New York |
| State | NY |
| Zip Code | 10006 |

Job Specifics

| | |
|---------------------------|---|
| Duties Description | <p>The New York State Commission on Judicial Conduct is seeking a detail-oriented legal secretary to support attorneys, investigators, and administrative staff with document production, file management, and public-facing intake tasks. The role is ideal for a skilled, reliable professional who thrives in a legal environment and values discretion when handling confidential matters.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • File Management: Create, scan, and maintain electronic and paper files; set up and maintain filing systems; organize large volumes of documents. • Document Production: Draft and format correspondence, memos, and other documents; ensure accuracy and consistency with agency practices. • Data & Intake: Electronically process incoming complaints/correspondence; enter and maintain accurate records in agency systems. • Public Interaction: Provide reception coverage; assist callers – including guidance to members of the public on filing complaints with the Commission – with patience and professionalism. • Mail & Logistics: Complete mail logs, review and distribute mail; prepare certified mail, UPS and FedEx packages, ensure accurate routing and tracking. • General Office Support: Adapt to changing priorities and assist attorneys and investigators as needed. |
|---------------------------|---|

| | |
|-------------------------------|--|
| Minimum Qualifications | <ul style="list-style-type: none"> • Proficiency in Microsoft Word, Excel and Adobe Acrobat Professional • Fast, accurate typing and meticulous attention to detail • Strong organization and time-management skills. • Integrity, trustworthiness and discretion; patient and calm telephone manner. • Ability to learn internal process and follow agency procedures consistently. |
| Additional Comments | <p>Preferred Qualifications:</p> <ul style="list-style-type: none"> • Familiarity with NYS Unified Court System or legal office experience. <p>Benefits: Excellent Benefit Package including NYS Health Insurance; competitive retirement plan options; generous paid time off including vacation, sick days, personal leave and holidays; 12 weeks of fully paid parental leave.</p> <p>This position is eligible for an additional \$4,000/year in location pay.</p> <p>Hybrid schedule will be offered after initial three-month in-person training at our NYC office.</p> <p>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.</p> |

Some positions may require additional credentials or a background check to verify your identity.

How to Apply

| | |
|----------------------|-----------------------|
| Name | Marisa Harrison |
| Telephone | |
| Fax | |
| Email Address | jobs+adm26@cjc.ny.gov |

Address

| | |
|-----------------|---|
| Street | Corning Tower, Suite 2301 Empire State Plaza |
| City | Albany |
| State | NY |
| Zip Code | 12223 |

**Notes on
Applying**

Qualified candidates should send a cover letter and resume to jobs+adm26@cjcnyc.gov. Due to the high volume of applications, only candidates selected for an interview will be contacted.

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