



StateJobsNY

Review Vacancy

Date Posted: 03/10/26
Applications Due: 04/17/26
Vacancy ID: 211298

Position Information

NY HELP	No
Agency	Judicial Conduct, State Commission on
Title	Legal Secretary to the Deputy Administrator
Occupational Category	Administrative or General Management
Salary Grade	NS
Bargaining Unit	M/C - Managerial/Confidential (Unrepresented)
Salary Range	From \$74325 to \$101848 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

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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 seeks a senior-level legal secretary to serve as the operational hub for the NYC Legal Office. Key tasks for this position include triaging workload, keeping the Deputy Administrator organized and informed, and ensuring smooth case/document flow among attorneys and investigators. The ideal candidate has case management software experience (or demonstrates rapid mastery of new systems), impeccable organization, attention to detail, and discretion with sensitive matters.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Workload triage & coordination: Maintain shared priorities, action lists, and deadlines for the Deputy Administrator; track cases, follow-ups and deliverables to keep the Deputy Administrator apprised of office activities. • Case management: Enter and update records, maintain accurate electronic files, support data entry and case management processes. • Document production: Prepare and format correspondence, memos, and other legal documents; ensure accuracy and consistency with agency practices. • Mail & Logistics: Receive, sort, log and distribute incoming mail; prepare certified mail and courier packages (FedEx, USPS, UPS); screen calls with patience and tact, personally respond or route inquiries as appropriate. • Meeting & calendar support: Assist with scheduling of witnesses, judges and others.
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<p>Minimum Qualifications</p>	<ul style="list-style-type: none"> • 5-7+ years as a legal secretary or senior administrative professional supporting attorneys or litigation teams. • Demonstrated proficiency with case management systems or strong aptitude to learn new platforms quickly; comfortable moving scanned documents across network files. • Strong document formatting and proofreading skills; familiarity with Adobe Acrobat Professional. • Exceptional organization, integrity and discretion with confidential matters. • Calm, professional telephone manner, ability to adapt to frequently changing assignments and perform several duties simultaneously.
<p>Additional Comments</p>	<p>Preferred Qualification:</p> <ul style="list-style-type: none"> • Familiarity with the NYS Unified Court System. <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, Human Resources Director
Telephone	
Fax	
Email Address	jobs+ea26@cjc.ny.gov

Address

Street	Corning Tower, Suite 2301 Empire State Plaza
City	Albany
State	NY

Zip Code	12223
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Notes on Applying	Interested candidates should send a cover letter and resume to jobs+ea26@cjc.ny.gov. Due to the high volume of applications, only candidates selected for an interview will be contacted.
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