Legal Recruitment

Executive Division—New York City
Managing Attorney
Reference No. EXEC_NYC_ MAO_3833

Application Deadline is November 14, 2025

The Executive Division of the Office of the New York State Attorney General (OAG) is seeking a lawyer and experienced manager to lead the delivery of legal support services at OAG. The Managing Attorney is responsible for accepting service of documents on behalf of OAG and for relevant filings in state and federal courts. These services are provided to all OAG offices statewide, which includes the executive offices in Albany and New York City and thirteen (13) regional offices. Additionally, the Managing Attorney will assist with business transformation efforts to improve and standardize litigation and case management support services by providing support and advice to drive process improvements. The Managing Attorney position is based in New York City and reports to the Managing Director, Office of the First Deputy.

Duties:

- Supervising staff in New York City and Albany, including a Supervising Clerk and six (6) support staff.
- Overseeing the daily and ongoing operations of the Managing Attorney's Office (MAO), including managing and facilitating the receipt, filing, service, and delivery of court papers and litigation documents; coordinating with outside contractors who file and deliver documents; advising OAG attorneys on federal and state procedural issues; and identifying resources, services, and supplies to support the successful outcome of OAG's casework.
- Regularly reviewing court filings and litigation documents for compliance with court rules, including testifying at court hearings on service compliance/procedural matters; monitoring OAG's

OAG Employment Opportunities

Please click one of the buttons below to view the jobs that are available for the indicated position type.

Candidates from diverse backgrounds are encouraged to apply. The OAG is an equal

case management system to support docketing by calculating procedural deadlines and scheduling reminders; and liaising with the courts on behalf of OAG and sending related updates to all staff.

- Serving as a subject matter expert for OAG's student practice orders; filing annual compliance reports and continuing orders with each of the four (4) judicial departments; researching, resolving, and responding to question and novel issues.
- Acting as OAG's Language Access Coordinator and conducting annual reviews of OAG's language resources to expand available resources that increase accessibility for customers/constituents.
- Collaborating with the Records Management Officer and advising on OAG's retention schedule when inquiries arise and conducting an annual review to evaluate what records do/not meet the minimum retention requirements.
- Presenting on MAO's scope and resources at recurring new employee orientation programs.
- Participating in OAG's Legal Support Community of Practice, contributing to the continuing development of OAG's case management system with a focus on incoming service, and engaging in other relationship development and stakeholder management activities that have a nexus to MAO's work.
- Identifying opportunities for process improvements and relevant solutions with the goal of increasing OAG's intake support.

Qualifications:

- Admission to the New York State Bar is required.
- **At least five (5) years** of litigation and/or litigation support management experience in federal and New York state courts.
- **At least three (3) years** of experience supervising, training, coaching, and mentoring support staff.
- Solid working knowledge of federal and New York state court procedural rules.
- Strong written, verbal, and presentation communication skills.
- Highly collaborative with strong interpersonal and relationship management skills.
- Proactive and organized, including a desire to continuously improve or enhance existing systems and workflows to positively impact the end user experience.
- Comfortable using technology to complete work assignments, including proficiency using Word, Outlook, PowerPoint, Excel, Lexis and/or Westlaw, and case management software.

- Availability for periodic travel within New York state.

Preferred Skills/Experience:

- Prior court or government work experience.
- Admission to federal courts.
- Experience developing and delivering trainings.
- Experience using CourtAlert or a similar software platform.
- Experience using case management software to facilitate intake functions/workflows.
- Project management experience.

Applicants must reside in (or intend to soon become a resident of) New York state and be admitted to practice law in New York state. In addition, the Public Officers Law requires that OAG attorneys be citizens of the United States. A two (2) year commitment upon being hired is a condition of employment.

The salary for this position is $142,032 plus $4,000 in location pay. As an employee of OAG, you will join a team of dedicated individuals who work to serve the people of our state through a wide variety of occupations. We offer a comprehensive New York state benefits package, including paid leave, health, dental, vision, and retirement benefits, and family-friendly policies. Additionally, OAG offers a robust Workplace Flexibilities Program with multiple options for employees, including telecommuting (up to two days per week) and alternative work schedules.

How To Apply

Applications must be submitted online. To apply, please click on the following link: **EXEC_NYC_ MAO_3833**

To ensure consideration, applications must be received by close of business on November 14, 2025.

Applicants must be prepared to submit a complete application consisting of the following:

- **Cover Letter**
    - You may address your letter to the Legal Recruitment Unit.
    - Indicate why you are interested in this position and what makes you a strong candidate. You may wish to include information about what life experiences you will bring to the position that will enhance OAG's ability to better serve the diverse population of this state.

- **Resume**
- **Legal Writing Sample**
- **Reference List**
  - Submit a list of three (3) professional references; supervisory references are preferred.
  - For each reference, indicate the nature and duration of your relationship.
  - Include contact information and email addresses for each reference.
  - Please note that your references will not be contacted until after you interview for the position.

If you have questions regarding a position with OAG, the application process, or need assistance with submitting your application, please contact Legal Recruitment via email at recruitment@ag.ny.gov or phone at 212-416-8080.

For more information about OAG, please visit our website: ag.ny.gov