



**Division of State Counsel
Claims Bureau - Assistant Attorney General - Albany
Reference No. CLA_ALB_AAG/CON_3106**

The New York State Office of the Attorney General's [Claims Bureau](#) represents the State of New York and its agencies and authorities in New York State courts, specifically the Court of Claims and Supreme Court. The Claims Bureau in Albany is seeking an experienced litigator to prosecute and defend complex breach of construction and commercial contract claims. The selected attorney must be able to handle large, complex claims that require working with multiple disciplines such as engineering, architecture and finance.

Specific responsibilities include but are not limited to the full spectrum of litigation duties, such as drafting pleadings and papers; motion practice (including analysis, research, drafting and oral argument); the full range of discovery (including depositions, interrogatories and paper/electronic document discovery); taking and defending depositions; selecting and working with expert witnesses; negotiation of settlements; trial preparation; and, representing the State of New York at mediation and trial.

Superior lawyering skills, including legal research, writing, analysis, negotiation and advocacy, are required. Candidates should also possess excellent organizational skills. Litigation experience is required. The position also calls for a litigator with the ability to interact at the highest professional level with courts (NYS Court of Claims and Supreme Court), executive staff, mediators and client agencies. As cases are venued throughout the state, some travel is required.

Applicants must be admitted to practice in New York State, have a minimum of five (5) years of practice experience and must reside in (or intend soon to become a resident of) New York State. A two (2) year commitment upon being hired is a condition of employment.

How To Apply

Applications are being received online. To apply, please click on this link: [CLA ALB AAG/CON 3106](#); applicants will be taken to the online application page for this position.

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

- [Cover Letter](#) (You may address to Sandra Jefferson Grannum, Esq., Bureau Chief, Legal Recruitment)
 - [Resume](#)
 - List of three (3) [references](#) with contact information and email addresses
 - [Writing Sample](#)

Please note: Failure to submit a complete application will delay the consideration of your application.

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

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