



**Division of State Counsel
Civil Recoveries Bureau
Assistant Attorney General - Albany
Reference No. CVRB_GR_AAG_ALB_3155**

The New York State Office of the Attorney General is seeking an attorney to serve in the General Recoveries Unit of the [Civil Recoveries Bureau](#) in Albany. The mission of the Civil Recoveries Bureau is to recover money owed to the state. General Recoveries Unit cases are extremely varied and include property damage claims, breach of contract cases, Medicaid overpayments, salary overpayments, failure to remit lottery proceeds, failure to substantiate grant funds previously awarded to not for profits, enforcement of unpaid fines or penalties assessed by executive agencies and, surety bond litigation. In addition, the AAG selected candidate will provide assistance to the Student Recoveries Unit, which handles cases primarily involving the recovery of tuition and fees and certain unpaid direct loans owed to SUNY institutions. Unit attorneys handle all phases of litigation, including discovery, depositions, motion practice, trials and judgment enforcement.

We require a litigator with a minimum of five (5) years of experience to handle affirmative litigation and judgment enforcement. Candidates for this position should possess superior skills in legal analysis and writing, and have experience handling litigation (through trial) in New York State courts. Bankruptcy experience is desirable.

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 attorneys in the Office be citizens of the United

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States. 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: [CVRB GR AAG ALB 3155](#); 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

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Candidates from diverse
backgrounds are encouraged
to apply. The OAG is an equal
opportunity employer and is
committed to workplace
diversity.

