

Legal Recruitment Bureau

**Division of State Counsel
Claims Bureau - Albany
Assistant Attorney General – Torts Section
Reference No. CLA_AAG/TS_ALB_3188**

The New York State Office of the Attorney General's [Claims Bureau](#) in Albany is seeking an experienced trial attorney for the Torts Section. The 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.

Specific responsibilities include, but are not limited to, the full spectrum of the duties of litigation counsel, such as: drafting pleadings and papers; motion practice (including analysis, research, drafting and oral argument); the full range of discovery (including interrogatories, paper/electronic document discovery, and 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.

We are seeking an attorney with at least three (3) years of trial experience to handle the defense of tort actions, from commencement through discovery, motions, trial and disposition. Civil or criminal trial experience is required. Superior legal research, writing, analysis, negotiation, oral advocacy and organizational skills are also required. A working knowledge of liability insurance - personal or commercial - is a plus.

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.

How To Apply

Applications are being received online. To apply, please click on this link: [CLA AAG/TS ALB 3188](#); 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](#)
- [Transcript](#) if less than five (5) years post law school graduate

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