

Legal Recruitment Bureau

Executive Division Assistant Counsel - New York City Reference No. EXEC_FOIL/AC_NYC_3204

The [Executive Division](#) of the New York State Office of the Attorney General (OAG) is seeking an Assistant Counsel in New York City. The Assistant Counsel will have primary responsibility for all of the OAG's records access requests (i.e., Freedom of Information Law (*FOIL*)), as well as maintaining and implementing the OAG's record retention policies.

The selected candidate attorney will be responsible for resolving legal and other issues related to records access and retention, and for providing training and guidance to attorneys and staff throughout the OAG. With administrative assistance, the attorney also will be responsible for tracking all FOIL requests and ensuring timely responses. In addition, the selected candidate will assist the General Counsel to the Attorney General, as needed, on the researching, drafting and review of legal memoranda and policies on other matters.

Applicants must have a minimum of two (2) years of legal experience. In addition, applicants must have demonstrated skills in legal research, analysis and writing, and strong organizational skills. Prior experience with FOIL is preferred but not required.

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 States. A two (2) year commitment upon being hired is a condition of employment.

OAG employees serve more than 19.85 million state residents 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. As an employee of the OAG, you will join a team of dedicated individuals who work to serve the people of our State.

How To Apply

Applications are being received online. To apply, please click on this link:
[EXEC_FOIL/AC_NYC_3204](#); 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](#)
- Law school [transcript](#) if less than five (5) years post-graduate (unofficial is acceptable)
- 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.

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If you have questions regarding a position with the OAG and the application process, 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.