

Job Opening

Job Posting: Jan. 29, 2019

Application Deadline: Feb. 28, 2019

JOB TITLE: Associate Counsel

LOCATION: Albany, NY

DEPARTMENT: Legal

Basic Function: The Associate Counsel is tasked with primarily providing legal services for the Minority and Women Business Enterprise Program as well as for other tax credit and grant programs, freedom of information law requests, and intellectual property issues as needed.

Work Performed:

- Serve as associate legal counsel to the New York State Division of Minority and Women’s Business Development (DMWBD) and the Minority and Women’s Business Enterprise (MWBE) program.
- Provide advice on applications for NYS MWBE certification;
- Prepare and conducting administrative appeal hearings;
- Prepare exhibits to be used at hearings and preparing witnesses for testimony;
- Draft written appeals (part of the administrative hearing process);
- Conduct legal research;
- Draft and review of denial letters as well as analyst denial recommendations;
- Manage and monitor of FOIL inquiries, IG requests and general complaints;
- Provide counsel regarding program compliance, including but not limited to procurements;
- Participate in internal and external meetings related to the MWBE program.
- Assist with drafting and commenting on economic development related legislation, regulations, guidelines and executive orders as needed; and
- Provide such other services as directed by the General Counsel and the Deputy General Counsel.

EDUCATION & REQUIREMENTS:

Education level required: J. D. or LLB from an accredited law school; admission to New York State Bar.

Equivalent Experience required:

5 years of legal experience OR relevant state government legal experience.

Knowledge Required: General knowledge of New York State law, prior trial, administrative law, brief writing, and appellate experience, is preferred. Candidates should have strong inter-personal skills, work ethic, stellar organization and attention to detail, and research and writing abilities. Candidates should also have the ability to work as part of a team, work independently, meet deadlines, and handle a fast paced, demanding environment.

APPROXIMATE HIRING SALARY: commensurate with experience (*w/ comprehensive benefits package*)

INQUIRE

Leah Schanke, AVP, Human Resources

Internal Candidates: COMPLETE A POSTING APPLICATION AND ATTACH A COPY OF RESUME

External Candidates: SEND RESUME TO: Resumes@esd.ny.gov

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