

# Legal Recruitment Bureau

## Division of State Counsel State Counsel - New York City STC\_NYC\_3199

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The New York State Office of the Attorney General (OAG) is seeking an outstanding, experienced attorney to serve as the State Counsel. As State Counsel, this attorney will lead the Division of State Counsel and be a member of the Attorney General's senior legal team, reporting to the First Deputy Attorney General.

The Division of State Counsel carries out the Attorney General's responsibility to represent the State New York, and its agencies and officers in state and federal courts in civil actions and proceedings. The Division defends thousands of suits each year in every area of state government. The State Counsel oversees the management of the Division's legal practice and operations, including supervising the Division's bureau chiefs. In addition, the State Counsel provides advice and counsel, primarily on State Counsel matters, to the Attorney General.

The specific bureaus and functions within the Division of State Counsel are as follows:

### Claims

The Claims Bureau is responsible for defending the State against actions falling primarily into three categories: tort and medical malpractice claims for personal Injury or property damage alleged to have been caused by the State or its employees; litigation involving disputes in connection with State contracts; and court actions to determine the amount of money the State is to pay in the condemnation of private property for public use.

### Litigation

The Litigation Bureaus (one in New York City and one in Albany) represent the State, its officers and agencies in state and federal courts in actions involving almost every substantive area of the law. The Bureaus protect the public interest by defending constitutional challenges to state statutes, regulations, policies and practices and by, upon occasion, bringing actions to enforce state laws and regulations.

The Bureaus' major clients include the Departments of State, Health, Taxation and Finance, Insurance, Civil Service, Education, Correctional Services, Banking, Motor Vehicles, Housing and Community Renewal, as well as the Offices of Mental Health, Mental Retardation and Developmental Disabilities, Children and Family Services and Temporary and Disability Assistance, the State's major educational institutions, the State Police and the State judiciary.

### Real Property

The Real Property Bureau provides legal assistance to State agencies and authorities in connection with the acquisition and disposition of real property. The Bureau investigates titles, clears liens, prepares deeds and various closing documents, and facilitates the closing of title. In addition to purchases and dispositions, the Bureau handles all of the State's eminent domain transactions by reviewing and certifying title, clearing liens, preparing closing papers, and certifying payment. The Bureau also represents the State in court proceedings involving disputes over the State's title to lands acquired for public use.

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## Sex Offender Management Bureau (SOMB)

The Sex Offender Management and Treatment Act (SOMTA) was enacted to enhance public safety by providing for the civil management of recidivistic sex offenders upon the expiration of their criminal sentence. SOMTA provides for the management of the most dangerous offenders in a secure treatment facility in the custody of the Commissioner of the New York State Office of Mental Health (OMH); or through a regimen of strict and intensive supervision and treatment (SIST), for those offenders the courts have found appropriate to be managed in the community, under close supervision by the New York State Division of Parole. As part of SOMTA, Article 10 was added to the New York Mental Hygiene Law (MHL), which establishes the procedural provisions for the civil management of sex offenders.

The Sex Offender Management Bureau (SOMB) represents the state of New York in litigation related to SOMTA. SOMB also works with the Division of Criminal Justice Services, NYS Department of Correctional Services, NYS Office of Mental Health, NYS Division of Parole, and the NYS Office of Mental Retardation and Developmental Disabilities to develop statewide protocols to further the goals of SOMTA.

## Civil Recoveries Bureau

The mission of the Civil Recoveries Bureau is to recoup money owed to State agencies through affirmative litigation. The Bureau's work is carried out by ten (10) units, five (5) of which are based in Albany and include the General Recoveries Unit, Mental Hygiene Unit, Oil Spill Unit, Student Recoveries Unit and the Bankruptcy Unit. The remaining five (5) units are based at or near the State hospitals, including Roswell Park Cancer Institute Corp., SUNY Upstate Medical University Hospital, SUNY Stony Brook University Hospital, SUNY University Hospital of Brooklyn, and the Helen Hayes Hospital. The Bureau also recovers the cost of care at the State's Veterans Homes in Montrose, Batavia, Oxford and St. Albans, through our Helen Hayes Hospital office.

Applicants for the position of State Counsel should have at least ten (10) years of litigation experience including at least five (5) years of supervisory experience and excellent legal writing, communication, interpersonal, analytical, organizational, and managerial skills. Ideal candidates should have a demonstrated commitment to public service. 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.

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.

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## How To Apply

**Applications are being received via email.** To apply, please submit your complete application to [recruitment@ag.ny.gov](mailto:recruitment@ag.ny.gov). Applicants must indicate the position and reference code **STC\_NYC\_3199** in their cover letter and subject line.

**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](mailto:recruitment@ag.ny.gov) or phone at 212-416-8080.

For more information about the OAG, please visit our website: [www.ag.ny.gov](http://www.ag.ny.gov)