

# Legal Recruitment Bureau

Division of State Counsel  
Litigation Bureau  
Bureau Chief – New York City  
Reference No. LIT\_BC\_NYC\_3213

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The Division of State Counsel in the New York State Office of the Attorney General ("OAG") is seeking an experienced litigator to serve as the Bureau Chief of the [Litigation Bureau](#) in the New York City office. The Bureau represents the State of New York and its agencies and officers in state and federal courts in legal actions relating to education, social services, public employment, public health, law enforcement/prisons, housing, banking, insurance and taxation. Cases frequently present questions of federal and state constitutional law and statutory interpretation. The Bureau Chief will supervise approximately 85 Assistant Attorneys General ("AAGs") and over 25 support staff in the Office's largest bureau. The Litigation Bureau's AAGs handle all phases of litigation including trials and settlement negotiations.

Applicants should have a minimum of ten (10) years of litigation experience and five (5) years of litigation supervisory experience in both federal and New York state courts. Superior writing, analytic, organizational and management skills are 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. Admission to the United States District Courts for the Southern and Eastern Districts of New York is preferred. In addition, the Public Officers Law requires that OAG attorneys be citizens of the United States.

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). **Applications must be received by May 24, 2019 to ensure consideration.** Applicants must indicate the position and reference code LIT\_BC\_NYC\_3213 in their cover letter and subject line.

Applicants must submit a complete application consisting of the following:

- [Cover Letter](#) (You may address to Sandra Jefferson Grannum, , 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.

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