

Legal Recruitment Bureau

**Division of State Counsel
Litigation Bureau – Albany
Deputy Bureau Chief
Reference No. LIT_ALB_DBC_3232**

The New York State Office of the Attorney General (OAG) is seeking a candidate for the Deputy Bureau Chief position in the Albany [Litigation Bureau](#). The Deputy Bureau Chief assists the head of the Litigation Bureau, as well as the Bureau's Section Chiefs and Deputy Section Chiefs, in the management and supervision of the Bureau's extensive federal and state court litigation docket and serves as lead attorney on, or otherwise closely oversees, cases in litigation that are of heightened importance to the State of New York. The Albany Litigation Bureau's approximately thirty (30) attorneys represent the State in public law litigation arising in myriad areas of governmental regulation. The Deputy Bureau Chief provides oversight of litigation affecting some or all of the following governmental areas: education, insurance and taxation, health law, mental health and mental disability law, corrections, social welfare law, housing law, and employment/civil rights laws affecting State agencies.

Responsibilities of the position include supervision of Special Counsel; review and assignment of incoming litigation matters, including emergencies; direction of, or assistance with, litigation of complex matters; preparation and/or editing of briefs and motion papers in a variety of matters; making appearances in court; addressing personnel issues; providing advice, training, support and supervision to attorneys and support staff within the Bureau; and serving as a liaison with other bureaus within the OAG and with other state agencies.

Suitable candidates must possess superior writing, analytical, organizational and management skills and have a **minimum of ten (10) years** of litigation experience in

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both federal and New York state courts, including the handling of complex litigation matters. Preferred candidates should have a minimum **three (3) years** of litigation supervisory experience.

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 via email. To apply, please submit your complete application, including each of the items identified below, to recruitment@ag.ny.gov. **Applications must be received by Monday, June 24, 2019, to ensure consideration.** Applicants must indicate both the position and reference code LIT_ALB_DBC_3232 in their cover letter and email subject line.

Applicants must be prepared to submit a complete application consisting of the following:

- **Cover Letter** (addressed to **Sandra Jefferson Grannum**, , **Bureau Chief, Legal Recruitment Bureau**);
- **Resume**;
- **List of three (3) references** (with contact information including email addresses; and
- **Writing Sample** (a trial court level memorandum of law is preferred).

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

Fellowship & Volunteer Attorney Opportunities

Candidates from diverse backgrounds are encouraged to apply. The OAG is an equal opportunity employer and is committed to workplace diversity.



recruitment@ag.ny.gov or phone at 212-416-8080.

For more information about the OAG, please visit our website: ag.ny.gov.



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