

Legal Recruitment Bureau

**Executive Division
Office of the General Counsel
Deputy General Counsel– New York City
Reference No. EXEC/OGC_DGC_NYC_3229**

The Office of the General Counsel (OGC) in the Executive Division of the New York State Office of the Attorney General (OAG) is seeking an attorney to serve as a Deputy General Counsel. The Executive Division maintains the functions of the OAG and, in addition to the OGC, includes the Senior Leadership Team, Chief Deputy Attorneys General (CDAGs), the Solicitor General, and the directors of Communications, Intergovernmental Affairs, Legislative Affairs, and Research & Analytics. The Executive Division's responsibilities include policy development, public relations, community outreach, research and analytics, drafting proposed legislation, monitoring legislation that affects the OAG, and the day-to-day administration of the Office.

The selected candidate will work for the OGC. As the in-house counsel to the Attorney General and the OAG, the OGC works collaboratively across all divisions to provide guidance and develop legal strategies and responses; draft, interpret and implement OAG policies and procedures; identify potential litigation/policy issues or strategies; implement compliance and supervise ethical determinations; interact with other governmental and legal entities; and handle employee and other confidential matters as required. This position will report directly to the General Counsel and is located in the New York City Office.

Responsibilities will include, but not be limited to:

- Consulting and collaborating with internal and external stakeholders to enhance the OAG's ability to execute legal and legislative initiatives that address critical issues facing New York State and its residents;
- Assisting in employment and labor law matters;
- Assisting in developing best policies and practices for the OAG;
- Collaborating with senior staff on internal administrative changes, affirmative litigation, and legislative and policy initiatives;
- Attending meetings on behalf of the General Counsel and the OAG;
- Reviewing and/or drafting contracts, procurement documents, agreements, and other written agency materials;
- Researching and interpreting statutes, rules, regulations, and case law; and
- Reviewing the work of other OAG employees, including the Freedom of Information Law officer.

Applicants should have **a minimum of three (3) years of legal or public policy/government experience, a combination of both is preferred**. Excellent organizational, writing, legal research and analytical skills are essential.

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.

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How To Apply

Applications are being received online. To apply, please click on this link: [EXEC/OGC_DGC_NYC_3229](#); 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*);
- **Writing Sample**; and
- List of three (3) professional **references** with contact information and email addresses.

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 or phone at 212-416-8080.

For more information on our Office, please visit our website: www.ag.ny.gov.