

**Division of State Counsel  
Litigation Bureau – New York City  
Deputy Bureau Chief  
Reference No. LIT\_NYC\_DBC\_3233**

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The New York State Office of the Attorney General (OAG) is seeking an experienced litigator and manager to serve as a Deputy Bureau Chief in the New York City [Litigation Bureau](#).

The New York City Litigation Bureau represents the State of New York and its agencies and officers in federal and state courts in civil actions and proceedings involving civil rights, education, social services, public employment, public health, law enforcement, corrections, state finance, insurance, taxation, and other litigation matters arising out of state legislation, regulations, and operations. The Bureau's cases are often high profile, frequently present complex questions of constitutional law and statutory and regulatory interpretation, and have significant policy and financial implications for the State. The Bureau, the largest in the OAG with over 85 Assistant Attorneys General and 25 legal support staff, offers a diverse and stimulating litigation practice with attorneys handling all phases of litigation from inception through trial and having frequent opportunities to appear in court.

The Deputy Bureau Chief assists the Bureau Chief, 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. Other responsibilities of the position include direct oversight of three of the Bureau's nine practice groups which represent, among others, the State's public health and human services agencies; review and assignment of incoming litigation matters, including emergencies; preparation and/or editing of briefs and motion papers in a variety of matters; making appearances in court; making recommendations on representation and settlement issues; 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, oral advocacy, organizational and management skills; should have a **minimum of ten (10) years** of litigation experience in both federal and New York state courts, including the handling of complex litigation matters, and **three (3) years** of experience managing attorneys and/or litigation teams.

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. 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 via email.** To apply, please submit your complete application,

including each of the items identified below, to [recruitment@ag.ny.gov](mailto: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\_NYC\_DBC\_3233 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 [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: [ag.ny.gov](http://ag.ny.gov).