



Legal Recruitment

**Division of State Counsel
Litigation Bureau – Albany
Section Chief
Reference No. LIT_ALB_SC_3345**

Application Deadline is April 28, 2021

The [Litigation Bureau](#) in the New York State Office of the Attorney General is seeking an experienced litigator to serve in the Albany office as a Section Chief. The Litigation Bureau represents the State of New York and its agencies and officers in state and federal courts in legal actions and proceedings relating to civil rights, education, social services, public employment, public health, law enforcement, corrections, state finance, insurance, taxation, and other litigated matters arising out of state operations, regulation and legislation.

The Bureau's cases are often high profile and present a myriad of questions on constitutional law and statutory/regulatory interpretation, including matters of first impression, and generally have significant financial and policy implications for the State. The Section Chief enjoys a diverse and stimulating practice that consists of personally handling such litigation, as well as supervising attorneys who also handle all phases of such litigation from inception through trial and frequently appear in court. The Section Chief's responsibilities include serving as lead or supporting counsel on a variety of litigation matters; researching and drafting motions and pleadings; appearing in court and presenting oral argument; managing all aspects of discovery; negotiating settlements; conducting trials; and other duties, as assigned.

The Section Chief's duties and responsibilities will include but not be limited to the following:

- Managing the Section's extensive federal and state court litigation docket;
- Supervising approximately 6 attorneys;
- Serving as lead attorney on, or otherwise closely overseeing, the Section's cases;
- Supervising or serving as lead attorney or second seat in hearings and trials;
- Reviewing and assigning incoming litigation matters, including emergency applications for judicial relief;
- Drafting and/or editing pleadings, briefs and other motion papers;
- Evaluating proposed settlements; and
- Regularly providing advice, training, and support to the Section's attorneys and support staff.

Suitable candidates must possess the following qualifications:

- At least **five (5) years** of civil litigation experience in federal and New York state courts, including some trial and/or complex litigation experience (including clerkships);
- Superb legal analysis, legal writing and editing, and oral advocacy skills;

- Outstanding organizational, interpersonal communication, problem solving, and teamwork skills; and
- Excellent technological skills, including knowledge of and experience with various computer software programs and case management and electronic discovery platforms.
- Prior experience supervising and/or mentoring attorneys and support staff is preferred.

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. Prior admission to the United States District Court for the Northern District 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 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 online. To apply, please click on the following link: [LIT ALB SC 3345](#)

To ensure consideration, applications must be received by close of business on April 28, 2021.

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

- **Cover Letter** (*which may be addressed to Legal Recruitment*);
- **Resume**;
- List of three (3) **references** (*with contact information including email addresses*); and a
- **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 via email at recruitment@ag.ny.gov or phone at 212-416-8080.

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