



# Legal Recruitment

**Division of State Counsel  
Litigation Bureau – New York City  
Deputy Bureau Chief  
Reference No. LIT\_NYC\_DBC\_HHSPG\_3398**

**Application Deadline is November 19, 2021**

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

The 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 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 will assist the Bureau Chief in the management and supervision of the Health and Human Service Practice Group's extensive federal and state court litigation docket. The Practice Group is comprised of three (3) Sections of attorneys and support staff that principally represent and defend: (1) the State's public health agencies including, among others, the Department of Health, Office of the Medical Inspector General, Office of Professional Medical Conduct, and Office of Professional Discipline; (2) the State's mental health agencies including, among others,



## OAG Employment Opportunities

Please click one of the buttons below to view the jobs that are available for the indicated position type.

**Attorneys**

**Investigators**

**Other Professional & Legal Support Positions**

**Law Students**

**Undergraduate & Graduate Students**

the Office of Mental Health, Office for People with Developmental Disabilities, Office of Alcohol and Substance Abuse Services, and the Justice Center for the Protection of People with Special Needs; and (3) the State's social service agencies including, among others, the Office of Temporary and Disability Assistance, Department of Health, and Office of Children and Family Services.

The Practice Group's attorneys and support staff handle a wide variety of cases and substantive issues including constitutional challenges to statutes enforced or regulations promulgated by their client agencies; labor and employment litigation emanating from their client agencies' role as employers; challenges to administrative decisions and determinations made by their client agencies under state law; and civil rights litigation, such as First Amendment retaliation, Fourth Amendment excessive force or Fourteenth Amendment due process claims, generated from their client agencies' core functions.

The Deputy Bureau Chief will report to the Bureau Chief, and work closely with the Practice Group's Section Chiefs and Deputy Section Chiefs in supervising the work of approximately thirty (30) attorneys and support staff. Among other assigned tasks, the Deputy Bureau Chief's duties and responsibilities will also include:

- Serving as lead attorney on, or otherwise closely supervising, litigation matters that are of heightened importance to the State of New York;
- Reviewing and assigning incoming litigation matters, including emergency applications for judicial relief;
- Drafting and/or editing pleadings, briefs and other court submissions;
- Evaluating and making recommendations on representation and settlement issues; and
- Regularly providing advice, training, and support to the Bureau's attorneys and support staff.

**Suitable candidates must possess the following minimum qualifications:**

- At least **ten (10) years** of civil litigation experience in federal and New York state courts, including some trial and/or complex litigation experience;
- At least **three (3) years** of experience managing attorneys and/or complex litigation matters;
- Superb legal analysis, legal writing and editing, and oral advocacy skills;
  - Outstanding organizational, interpersonal communication, problem solving, and teamwork

**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.



- skills; and
- Excellent technological skills, including knowledge of and experience with various computer software programs and case management and electronic discovery platforms.

**Due to the nature of the litigation matters that will be supervised by the Deputy Bureau Chief, preferred candidates should also possess the following additional qualifications:**

- Significant prior civil jury trial experience in federal and New York state courts;
- Prior experience litigating, preferably through to trial, Section 1983 civil rights and employment litigation matters;
- Prior experience litigating emergency applications for judicial relief, such as temporary restraining orders and preliminary injunctions, including handling preliminary injunction hearings;
- Prior class action litigation experience, including experience with class certification motions and related issues; and
- Prior experience analyzing and resolving complex conflict of interest, representation and indemnification issues.

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.

**The salary for this position is \$155,733 + \$3026 in location pay.** 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.

Per Office of the Attorney General policy, confirmation of full vaccination status is a condition of employment for this position. If you are not fully vaccinated, you will be required to provide negative COVID-19 test results at a frequency determined by the agency. The agency will consider religious and reasonable accommodations. For more information, please contact [recruitment@ag.ny.gov](mailto:recruitment@ag.ny.gov).

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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 Friday, November 19 to ensure consideration.** Applicants must indicate both the position title and reference code (Deputy Bureau Chief, LIT\_NYC\_DBC\_HHSPG\_3398) in their cover letter and email subject line.

***Please note: Failure to submit a complete application will delay or may preclude the consideration of your application.***

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

- [Cover Letter](#)
  - You may address to Legal Recruitment.
  - Indicate why you are interested in this position and what makes you the best candidate.
- [Resume](#)
- [Writing Sample](#)
- A trial court memorandum of law is preferred.
  - **List of three (3) [references](#)**
    - Only submit professional references, supervisory references are preferred.
    - Indicate the nature and duration of your relationship to each reference.
    - Include contact information and email addresses for each reference.
    - Please note, your references will not be contacted until after you interview for the position.

**If you have questions regarding a position with the OAG and the application process or you need assistance with submitting your application, please contact Legal Recruitment 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)**

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