

Legal Recruitment

**Division of Social Justice
Charities Bureau, Transactions Section
Albany or New York City
Assistant Attorney General
Reference No. CHA/TS_AAG_3540**

Application Deadline is March 10, 2023

The Office of the New York State Attorney General's (OAG) Charities Bureau, the primary regulator of New York's charities sector, is seeking an experienced transactions attorney to serve as an Assistant Attorney General (AAG) in the Transactions Section in either the Albany or New York City office. New York charities employ one sixth (approx. 17%) of the state's private workforce, and provide national models in arts and culture, social service, religious, and advocacy organizations. When charities plan to transfer substantially all their assets, merge, or dissolve, or when religious organizations wish to transfer, mortgage or lease their property, court or OAG approval is required. Attorneys from the Bureau's Transactions Section work with the organizations and the courts to assure they receive fair value, the interests of charitable beneficiaries and the public are protected, donor restrictions on use of assets are followed and the organizations comply with the requirements of the Not-for-Profit Corporation Law (N-PCL).

The AAG will have their own caseload, will work independently under the supervision of the Transactions Section Chief and, in some matters, work with the Bureau's accountants and attorneys from other bureaus within the OAG. The AAG will be responsible for drafting court documents and reviewing documents submitted by petitioners, including advising them of additional information and documents needed to comply with the requirements of the N-PCL. Additionally, if interested, the AAG will have the opportunity to give presentations to the public as part of the Bureau's outreach programs conducted to assist and support charitable organizations. Applicants may familiarize



OAG Employment Opportunities

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Fellowship & Volunteer Attorney Opportunities

themselves with the work of the Bureau through the guidance documents posted at www.charitiesnys.com.

Applicants should have experience handling corporate and/or real estate transactions and familiarity with practice in New York State Courts. The ideal candidate will have knowledge of the documents associated with real estate and commercial real estate transactions and experience reviewing tax documents and ~~financial accounting~~ statements, appraisals and corporate documents such as asset sale agreements and merger agreements. Applicants should have a working knowledge of the Not-for-Profit Corporations Law of New York as well as the Internal Revenue Code provisions applicable to tax-exempt entities. Some knowledge of the Real Property Actions and Procedure, Civil Practice Law and Rules and Religious Corporations Law is preferred but not required. Excellent writing skills are required and a commitment to public service is 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.

As an employee of the OAG, you will join a team of dedicated individuals who work to serve the people of our State through a wide variety of occupations. To learn more about Assistant Attorney General compensation, please [click here](#). We offer a comprehensive New York State benefits package, including paid leave, health, dental, vision and retirement benefits, and family-friendly policies. Additionally, the OAG offers a robust Workplace Flexibilities Program with multiple options for employees, including telecommuting (up to two days per week) and alternative work schedules.

Per Office of the Attorney General policy, confirmation of vaccination status is a condition of employment for this position. If you are not fully vaccinated, you may be required to provide regular negative COVID-19 PCR 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.

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



How To Apply

Applications are being received online. To apply, please click on the following link: [CHATS AAG 3540](#)

To ensure consideration, applications must be received by close of business on March 10, 2023.

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

- **Cover Letter**
 - You may address to Legal Recruitment.
 - Please indicate your location preference: Albany or New York City
 - Indicate why you are interested in this position and what makes you a strong candidate. You may wish to include information about what life experiences you will bring to the position that will enhance the Labor Bureau's ability to better serve the diverse population of this state.
- [Resume](#)
- **Writing Sample**
- **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 need assistance with submitting your application, please contact 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



