



# Legal Recruitment

**Division of Appeals & Opinions  
Criminal Appeals & Federal Habeas Corpus  
Bureau  
Leadership Position Available in NYC  
Reference No. CAFHC\_NYC\_3593**



**Application Deadline is August 18, 2023**

The Office of the New York State Attorney General (OAG) is seeking an experienced attorney to lead its [Criminal Appeals & Federal Habeas Corpus Bureau](#) (CAFHC). The selected candidate will supervise the work of CAFHC’s 11 attorneys and 4 support staff. This position is located in New York City and reports to the Solicitor General of New York.

CAFHC represents the State in all appellate litigation arising from criminal prosecutions brought by the OAG, including cases brought by the Public Integrity Bureau, the Financial Crimes Bureau, the Organized Crime Task Force, and the Medicaid Fraud Control Unit. CAFHC also responds to federal habeas corpus petitions bringing constitutional challenges to state court convictions obtained by district attorneys throughout the state, as well as challenges to state parole determinations and other state action that results in custody. CAFHC provides advice and counsel on criminal matters to prosecutors and others throughout the Office. Attorneys in CAFHC draft briefs and motion papers, and present arguments in all federal and state trial and appellate courts throughout New York.

**Suitable applicants should possess the following qualifications:**

- At least **ten (10) years** post-graduate legal experience that includes prior New York State criminal appellate experience; clerkship experience is preferred but not required;
- At least **three (3) years** of experience supervising and leading attorneys and support staff with the

**OAG Employment Opportunities**

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**Investigators**

**Other Professional & Legal Support Positions**

**Law Students**

**Undergraduate & Graduate Students**

**Fellowship & Volunteer Attorney Opportunities**

demonstrated ability to foster a collegial and productive working environment;

- Excellent oral advocacy, legal analysis, legal research, legal writing and editing skills;
- Strong organizational, interpersonal communication, problem-solving, and teamwork skills; and
- Comfort with and proficiency at using technology and various software programs to complete legal work.

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

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.

**The salary range for this position is \$168,419 - \$183,927 + \$3,026 in location pay.** The final salary will be set after a complete evaluation of the selected candidate's qualifications. 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. 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.



## How To Apply

**Applications are being received by 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). Applicants must indicate the position reference number (CAFHC\_NYC\_3593) in the email subject line and in their cover letter.

**To ensure consideration, applications must be received by close of business on August 18, 2023.**

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

### Cover Letter

- You may address to Legal Recruitment.
- Include the position reference number (CAFHC\_NYC\_3593).

- Indicate why you are interested in this position and what makes you a strong candidate.

### **Resume**

### **Legal 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](mailto:recruitment@ag.ny.gov) or phone at 212-416-8080.**

**For more information about the OAG, please visit our website: [www.ag.ny.gov](http://www.ag.ny.gov)**

