

Legal Recruitment

**Division of State Counsel
Litigation Bureau – Albany
Section Chief
Federal Incarcerated Individual Litigation
Section
Reference No. LIT/FED_ALB_SC_3586**



Application Deadline is July 21, 2023

The Office of the New York State Attorney General's (OAG) Albany [Litigation Bureau](#) is seeking an experienced litigator to serve as Section Chief of the Federal Incarcerated Individual Litigation Section. 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 Federal Incarcerated Individual Litigation Section handles Section 1983 cases brought in federal court by incarcerated individuals in the custody of the New York State Department of Corrections and Community Services. A vast majority of the cases handled by the attorneys in this section are commenced *pro se*. However, an increasing number of these cases are being represented by counsel and, in any event, counsel is always provided to *pro se* incarcerated individuals for purposes of trial.

The cases handled by the Federal Incarcerated Individual Litigation Section present a myriad of questions on constitutional law, including in the areas of excessive use of force and deliberate indifference to medical care under the Eighth Amendment; Free Exercise of religion under the First Amendment; and procedural due process and Equal Protection under the Fourteenth Amendment.

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**

**Fellowship & Volunteer
Attorney Opportunities**

The Section Chief enjoys a diverse and stimulating practice that consists of personally handling such litigation, as well as other litigation matters in the bureau, as assigned. The primary duties of the Section Chief of the Federal Incarcerated Individual Litigation Section are to provide training, guidance and supervision to attorneys in all phases of litigation from inception through trial.

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 court litigation docket;
- Supervising approximately five (5) attorneys;
- Providing extensive hands-on training and guidance to approximately five (5) attorneys in all aspects of handling incarcerated individual Section 1983 litigation in federal court;
- Reviewing and editing all work-product by attorneys in section including correspondence, discovery and motions;
- Providing trainings in trial preparation and trial practice;
- Supervising approximately five (5) legal assistants who provide support in federal incarcerated individual cases;
- Assisting in training legal assistants in handling discovery and drafting declarations;
- Monitoring the workload of attorneys and legal assistants;
- Overseeing time and attendance records for the section's attorneys and support;
- Closely overseeing the Section's cases;
- Supervising or serving as lead attorney in federal court hearings and trials;
- Reviewing and assigning incoming federal incarcerated individual cases in the bureau;
- Drafting and/or editing pleadings, briefs and other motion papers;
- Evaluating proposed settlements;
- Regularly providing advice, training, and support to the Section's attorneys and support staff; and

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



- Interviewing and consulting, along with other bureau managers, on the hiring of attorneys and legal assistants bureau-wide.

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);
- Excellent legal analysis, legal writing and editing, and oral advocacy skills;
- Strong organizational, interpersonal communication, problem solving, and teamwork skills;
- Comfort with and proficiency using technology to complete legal work, including knowledge of and experience with various computer software programs and case management and electronic discovery platforms; and
- 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.

The salary range for this position is \$147,075 - \$168,318. The final salary will be determined 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 must be submitted online. To apply, please click on the following link: [LIT/FED ALB SC 3586](#)

To ensure consideration, applications must be received by close of business on July 21, 2023.

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 a strong candidate.
- **Resume**
- **Legal Writing Samples**
 - Please provide at least two writing samples (trial court memoranda of law are preferred) that you believe best demonstrate your legal writing and analytical abilities.
 - Please upload these as one document in the field that is provided.
- **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

