



Legal Recruitment

**Division of State Counsel
Litigation Bureau – Albany
Deputy Bureau Chief
Reference No. LIT_ALB_DBC_3617**

Application Deadline is November 3, 2023

The Office of the New York State Attorney General (OAG) is seeking an experienced litigator and manager to serve as a Deputy Bureau Chief in the Albany [Litigation Bureau](#).

The Albany Litigation Bureau's approximately 30 attorneys represent 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 assists the Bureau Chief, as well as the Bureau's Section Chiefs and Deputy Section Chiefs, in the management and supervision of the Bureau's extensive federal and state court litigation docket and serves as lead attorney on, or otherwise closely oversees, cases in litigation that are of heightened importance to the State of New York. Other responsibilities of the position include direct oversight of the Bureau's Special Litigation Counsel; review and assignment of incoming litigation matters, including emergencies; preparation and/or editing of briefs and motion papers in a variety of matters; making appearances in court; making recommendations on representation and settlement issues; addressing personnel



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

issues; providing advice, training, support and supervision to attorneys and support staff within the Bureau; and serving as a liaison with other bureaus within the OAG and with other state agencies.

Suitable applicants must possess excellent writing, analytical, oral advocacy, organizational and management skills; should have a **minimum of ten (10) years of** litigation experience in both federal and New York State courts, including the handling of complex litigation matters; and **three (3) years** of experience managing attorneys and/or litigation teams.

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 and admission to the United States District Court for the Northern District of New York is preferred. 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 for this position is \$178,622. 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.

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 via email. To apply, please submit your complete application, including each of the items identified below, to recruitment@ag.ny.gov. Applicants must indicate both the position title and reference code (Deputy Bureau Chief, LIT_ALB_DBC_3617) in their cover letter and email subject line.

To ensure consideration, applications must be received by close of business on November 3, 2023.

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

- **Cover Letter**
 - You may address to Legal Recruitment.

- Include both the position title and reference code (Deputy Chief Bureau Chief, LIT_ALB_DBC_3617).
- Indicate why you are interested in a position with the Litigation Bureau 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

