

Posting Date: April 3, 2024

Closing Date: April 17, 2024

TITLE	GRADE	LOCATION	
Assistant Counsel	NS	Bureau of Law and Public Safety Alfred E. Smith Building 80 South Swan Street Albany	
APPOINTMENT TYPE	# OF VACANCIES	JURIS. CLASS	NEG. UNIT
Temporary	1	Exempt	M/C

Minimum Qualifications Required for Appointment:

Candidates must have been admitted to the New York State Bar and must have had four years of experience in the practice of law subsequent to admission to the Bar.

Preferred Qualifications:

- Working knowledge of domestic and gender-based violence issues.
- Experience in criminal prosecution.
- Experience in project management.

Duties

- Assist the agency's General Counsel in legal matters on a variety of topics, including gender-based violence law, policy and grant administration, the drafting contracts, analysis and response to legal issues, and compliance. Tasks may include research, writing, document development and review, and maintaining a current knowledge on changes to relevant laws and regulations.
- Review existing and proposed regulations, rules, policies, and procedures related to the provision of services to victims of domestic and gender-based violence in order to suggest improvements or additions, including working with local stakeholders and other state agencies to having oversight over any local system and identifying any gaps or future needs.
- Coordinate policy and programming in cross-agency and interdisciplinary work with all areas of law and public safety professionals, including the NYS Office of Court Administration, NYS Division of Criminal Justice Services, district attorneys, civil legal services, family court, domestic and sexual violence providers, and other related professions.
- Conduct an ongoing assessment of legislation regarding gender-based violence and/or related areas.
- Draft and deliver trainings to various audiences on legal issues impacting survivors of gender-based violence.
- Assistant Counsel may handle other work as assigned, including supervision of staff.

NOTE:

- Travel may be required (approximately 20%).
- Possession and maintenance of a valid Driver's License issued by the NYS Department of Motor Vehicle is required, or otherwise demonstrate the capacity to meet the transportation needs of the job.

The Office for the Prevention of Domestic Violence (OPDV) is an equal opportunity employer. OPDV does not discriminate based upon age, race, creed, color, national origin, sexual orientation, gender identity or expression, religion, military or veteran status, sex, disability (including pregnancy-related conditions), predisposing genetic characteristics, familial status, marital status or status as a victim of domestic violence, or other applicable legally protected characteristics. We devote special attention to dismantling all forms of oppression, including gender-based violence and racial injustice and recognize that diversity in our workforce is critical to fulfilling our mission. We are committed to the diversity of our staff and encourage applicants from marginalized communities and survivors of gender-based

violence to apply. All applicants must be dedicated to working in and sustaining an environment of inclusion that affirms and celebrates the backgrounds, learned and lived expertise, whole identities, and individual perspectives of our staff. Applicants of all backgrounds and experiences are encouraged to self-identify during the application process.

The Office of General Services provides human resources support for the Office for the Prevention of Domestic Violence. To apply for this vacancy, candidates must email a detailed resume providing specific, verifiable information about their qualifying experience to HRresumes@ogs.ny.gov and they must reference the above posting number. This must be received in the OGS Division of Human Resources Management by the closing date, or your response will not be considered.

New York State is an Equal Opportunity/Affirmative Action Employer