

# Legal Recruitment

**State Counsel Division  
Litigation Bureau – New York City  
Section Chief – Law Enforcement Practice  
Group  
Reference No. LIT\_NYC\_SC/LEPG\_3758**

**Application Deadline is January 31, 2025**

The Office of the New York State Attorney General's (OAG) [Litigation Bureau](#) in New York City is seeking a motivated and experienced litigator and manager to serve as Section Chief of Section I (Public Safety Agencies) in its Law Enforcement Practice Group (LEPG). The Section Chief will report to the Deputy Bureau Chief of LEPG.

The Litigation Bureau defends the state of New York and its agencies and officials in federal and state courts. The bureau's cases are often high profile, frequently present complex questions of constitutional law and statutory interpretation, and generally have significant policy and financial implications for the state. The bureau, one of the largest within OAG, offers a diverse and stimulating practice with attorneys handling all phases of litigation from inception through trial.

Attorneys assigned to LEPG primarily defend the state's public safety agencies—including the Department of Corrections and Community Supervision, State Police, Division of Criminal Justice Services, Division of Homeland Security and Emergency Services, and Division of Military and Naval Affairs—in federal and state court actions involving constitutional and civil rights, as well as employment issues. The LEPG also handles a number of class actions and complex litigations concerning challenges to important governmental programs and policies in the corrections and criminal justice fields. LEPG's litigation addresses a wide range of issues, including first amendment rights of freedom of religion and speech, second amendment right to bear arms, accommodation of mental and physical disabilities, and constitutional



## 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**

challenges to state statutes, regulations, and policies.

Attorneys handle all phases of litigation and appear regularly in court. LEPG also has a very active docket of federal jury trials.

The attorneys assigned to LEPG work in small teams called "sections" that are led by a Section Chief. This structure affords LEPG attorneys with significant access to and support from supervising attorneys, as well as opportunities for collaboration with peer attorneys.

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

**Duties:**

- Managing the section's extensive federal and state court litigation docket;
- Supervising approximately ten (10) attorneys and support staff;
- Serving as lead attorney on, or otherwise closely overseeing, the section's cases;
- Supervising or serving as lead attorney or second seat in hearings and trials;
- Reviewing and assigning incoming litigation matters, including emergency applications for judicial relief;
- Drafting and/or editing pleadings, briefs, and other motion papers;
- Evaluating and making recommendations on proposed settlements and representation issues; and
- Regularly providing advice, training, and support to the section's attorneys and support staff.



**Qualifications:**

- At least **eight (8) years** of civil litigation experience in federal and New York state courts, including some trial and/or complex litigation experience;
- 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 for at least three (3) years. Prior admission, or eligibility for admission, to the United States District Courts for the Southern and Eastern Districts of New York is also required for this position. 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 \$156,032 - \$178,569 + \$3,400 in location pay.** The final salary will be set after a complete evaluation of the selected candidate's qualifications. As an employee of 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, OAG offers a robust Workplace Flexibilities Program with multiple options for employees, including telecommuting (up to two days per week) and alternative work schedules.

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## How To Apply

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 both the position title and reference number (e.g., "Section Chief, LIT\_NYC\_SC/LEPG\_3758") in the email subject line.

**To ensure consideration, applications must be received by close of business on January 31, 2025.**

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

- **Cover Letter**
  - You may address your letter to the Legal Recruitment Unit.
  - Indicate the position title and reference number (e.g., Section Chief, LIT\_NYC\_SC/LEPG\_3758).
  - 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 OAG's ability to better serve the diverse population of this state.
- **Resume**
- **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.
  - For each reference, indicate the nature and duration of your relationship.
  - Include contact information and email addresses for each reference.
  - Please note that your references will not be contacted until after you interview for the position.

**If you have questions regarding a position with OAG, 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 OAG, please visit our website: [ag.ny.gov](http://ag.ny.gov)**

