



StateJobsNY

Review Vacancy

Date Posted: 06/27/25
Applications Due: 09/30/25
Vacancy ID: 191136

Position Information

NY HELP	Yes
Agency	Parks, Recreation & Historic Preservation, Office of
Title	Senior Attorney/Assistant Attorney 1/2/3 (NY HELPS)
Occupational Category	Legal
Salary Grade	25
Bargaining Unit	PS&T - Professional, Scientific, and Technical (PEF)
Salary Range	From \$66951 to \$121413 Annually
Employment Type	Full-Time
Appointment Type	Permanent
Jurisdictional Class	Competitive Class
Travel Percentage	0%

Schedule

Workweek	Other (see below)
"Other" Explanation	Monday-Friday. Specific work schedule will be discussed during the time of interview.
Hours Per Week	37.5

Workday

From	8:30 AM
-------------	---------

To	4:30 PM
Flextime allowed?	No
Mandatory overtime?	No
Compressed workweek allowed?	Yes
Telecommuting allowed?	Yes

Location

County	Albany
Street Address	625 Broadway
City	Albany
State	NY
Zip Code	12238

Job Specifics

--

**Duties
Description**

The Office of Parks, Recreation and Historic Preservation (State Parks) is seeking two Senior Attorneys to join its small and collaborative team within Counsel's Office.

State Parks oversees more than 250 parks, historic sites, trails, beaches, pools, golf courses, and boat launches, among other recreational amenities, across New York State, in eleven distinct park regions. State Parks is proud to have just celebrated the system's centennial. Every employee demonstrates a commitment to serving the public, to protecting natural, historic and cultural resources, to providing creative and innovative programs and services, and to excellence and professionalism.

Working under the supervision of the General Counsel, Counsel's Office provides legal advice, assistance, and guidance to State Parks programs and administrative support divisions. State Parks' program and divisions are as varied as its many parks and historic sites. They include Business Innovation, Capital Projects, Concessions, Emergency Management, Environmental Stewardship and Planning, Finance, Grants, Health & Safety, Historic Preservation, Marine Services, Park Police, Partnerships, Real Property, and the New York State Snowmobile Program, among others. Attorneys within Counsel's Office perform the following general tasks: providing legal counsel and recommendations to Executive and management teams; communicating legal advice to State Parks' staff; drafting, reviewing and approving contracts; assisting in development of internal policies and procedures; developing legislative and regulatory proposals; interpreting laws, rules, regulations and policies; conducting legal research; analyzing legal opinions, briefs, and other documents; and advising on Freedom of Information Law (FOIL) requests, ethics inquiries, and litigation demands.

The candidates will provide legal advice and guidance in support of the agency's multiple programs and operations, which may include:

Real Property – Coordinate with the Office of the Attorney General's Real Property Bureau to resolve title issues; assist in acquiring real property for Park System; review easements, licenses, conservation easements, transfer of jurisdiction and abandonment documents; advise State Parks' staff on deed restrictions, easements, rights of others impacting Park property, and encroachment resolution.

Health & Safety – Advise Directors and Regional Managers in the Health & Safety and Water Safety on matters related to occupational health and safety regulations and laws and patron risk management; assist in compliance reviews and investigations concerning safety issues under the Public Employee Safety and Health (PESH) Act; review documents such as compliance plans, safety policies and trainings; and provide legal guidance regarding federal aviation laws and regulations regarding unmanned aircraft systems.

Park Police – Provide legal guidance to law enforcement personnel of the New York State Park Police and Park Rangers relating to law enforcement reports and criminal procedures and policies; research case law that may impact criminal investigations or law enforcement; and assist in developing trainings related to criminal and constitutional law.

Emergency Management – Provide legal guidance to Emergency Management Bureau Staff related to preparedness and response; advice on compliance with all applicable laws, rules, and regulations; and assist in the preparation of legal documents related to disasters, emergencies, and other incidents.

Marine Service – Provide legal guidance to the Marine Services Bureau, which oversee various aspects of boating on state waters, including law enforcement, safety education, and public vessel inspection, by interpreting applicable laws and regulations and assisting in the drafting of policies and grant oversight.

New York State Snowmobile Program – Provide legal guidance to the Snowmobiles Bureau, which promotes the safe and proper use and operation of snowmobiles for recreation and commerce through the State, encouraging their use and development while minimizing the detrimental effects of such use on the environment, by interpreting applicable laws and regulations and assisting in the drafting of policies and grant oversight.

Grants – Provide legal guidance to the Grants Program, which administers and manages numerous grant programs relating to the acquisition, development and planning of parks and recreational facilities and the rehabilitation and restoration of parkland, on grant-related matters, including reviewing different grant opportunities, contracts and compliance issues.

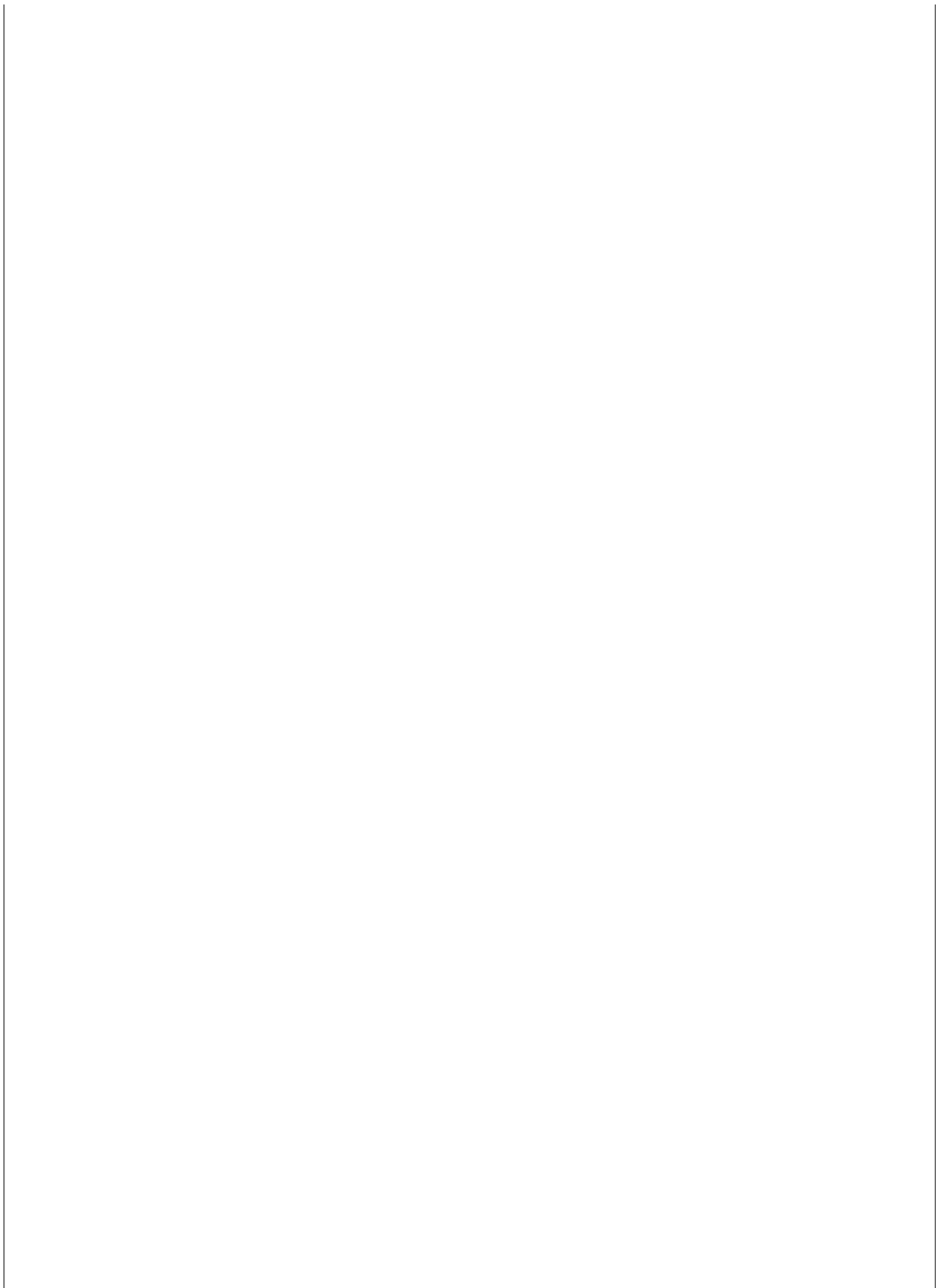
Partnerships/Cooperative Agreements – Advise Concessions Bureau, which manages and oversee various business opportunities within the Park System, and the Partnerships Manager, who works with various partners to enhance services and programs through the Park System, on drafting various agreements with concessionaires, vendors, supporting organizations, not-for-profit corporations, municipalities, governmental entities and other partners.

Freedom of Information Law – Advise the Records Access Officer on requirements of the New York State Freedom of Information Law (FOIL) and determining if records are subject to disclosure or exemption; and review FOIL responses for legal sufficiency.

Regulations and Legislation – Advise agency program managers on interpretation of State Parks' regulations in Title 9 of the New York Compilation of Codes, Rules, and Regulations (NYCRR) implementing the Parks, Recreation and Historic Preservation Law, the Navigation Law, and the Environmental Conservation Law; support intergovernmental operations in the review of proposed and enacted legislation for potential impacts to state parkland and agency operations.

Lastly, the candidate may assist in other program areas or oversee special projects, as needed, and perform other duties as may be assigned by the General Counsel or Supervising Attorney.

Up to 50% telecommuting and compressed work schedules are negotiable after a 90-day evaluation period.



**Minimum
Qualifications**

FOR COMPETITIVE APPOINTMENT:

SENIOR ATTORNEY PROMOTION MINIMUM QUALIFICATIONS:

One year of permanent competitive service as an Assistant Attorney 3.

**SENIOR ATTORNEY (AND ASSISTANT ATTORNEY 1-3) OPEN
COMPETITIVE MINIMUM QUALIFICATIONS:**

Eligible for appointment from the Legal Specialties Program list.

70.1/52.6 TRANSFER QUALIFICATIONS:

Candidates must have one year of permanent competitive or 55 b/c service in a title designated as appropriate for transfer in accordance with Section 70.1 and 52.6 of the Civil Service law. For transfers, a list of approved titles is available through Civil Service GOT-IT at <https://careermobilityoffice.cs.ny.gov/cmo/gotit/>.

FOR NON-COMEPTITIVE APPOINTMENT:

*This title is part of the New York Hiring for Emergency Limited Placement Statewide Program (NY HELPS).

For the duration of the NY HELPS Program, this title may be filled via a non-competitive appointment, which means no examination is required but all candidates must meet the minimum qualifications of the title for which they apply. At this time, agencies may recruit and hire employees by making permanent non-competitive appointments and the official probationary period will begin.

At a future date (within one year of permanent appointment), it is expected employees hired under NY HELPS will have their non-competitive employment status converted to competitive status, without having to compete in an examination. Employees will then be afforded with all of the same rights and privileges of competitive class employees of New York State. While serving permanently in a NY HELPS title, employees may take part in any promotion examination for which they are qualified.

***NY HELPS NON-COMPETITIVE MINIMUM QUALIFICATIONS:**

Senior Attorney, SG-25: Admission to the NYS Bar and two years of subsequent professional legal experience.

Position may be filled at the Senior Attorney level or one within the Legal Traineeship appointment levels. Appointment title will be dependent upon qualifications of candidate selected. Candidates hired at the trainee level will be advanced to the full performance Senior Attorney SG-25 following successful completion of the traineeship.

NON-COMPETITIVE MINIMUM QUALIFICATIONS:

Assistant Attorney 1, NS=18: Law School Graduation (or other eligibility to take the NYS Bar Examination).

Assistant Attorney 2, NS=20: Admission to NYS Bar.

Assistant Attorney 3, NS=22: One year as Assistant Attorney 2 or admission to the NYS Bar and one year of subsequent professional legal experience.

It is essential that candidates clearly and concisely indicate exactly how they meet the above minimum qualifications in their resume/email submission. Failure to show how you meet the minimum qualifications above may result in disqualification and removal from consideration.

NOTE: Admission to the New York State Bar and current registration to practice law in New York State is required for continued employment. Disbarment or loss of registration shall result in termination or suspension of employment.

**Additional
Comments**

SALARY INFORMATION:

Assistant Attorney 1, NS=18: Starting salary (PEF) \$66,951
Assistant Attorney 2, NS=20: Starting salary (PEF) \$74,193
Assistant Attorney 3, NS=22: Starting salary (PEF) \$82,326
Senior Attorney, SG-25: Starting salary (PEF) \$96,336

BENEFITS:

Generous benefits package, worth approximately 65% of salary, including:

Paid Time Off:

- 44 days - 13 Vacation days, 13 Sick days, and 5 Personal Leave days, 13 Holidays.
- Three (3) days of professional leave annually to participate in professional development.

Health Care Benefits:

- Eligible employees and dependents can pick from a variety of affordable health insurance programs.
- Family dental and vision benefits at no additional cost.

Additional Benefits:

- New York State Employees' Retirement System (ERS) Membership
- NYS Deferred Compensation
- Access to NY 529 and NY ABLE College Savings Programs, as well as U.S. Savings Bonds
- Public Service Loan Forgiveness (PSLF)
- Paid Parental Leave

To learn more about our benefits, visit:

<https://parks.ny.gov/employment/benefits.aspx>

Some positions may require additional credentials or a background check to verify your identity.

How to Apply

Name	Personnel Office
Telephone	
Fax	
Email Address	Employment@parks.ny.gov

Address

Street	625 Broadway
City	Albany
State	NY
Zip Code	12238

Notes on Applying

When applying, all candidates must provide a cover letter explaining how your experience will prepare you to succeed in the position, a resume which clearly demonstrates how they meet the minimum qualifications for the position, and three professional references.

The review of applications will begin immediately and continue until the position is filled.

Please email your materials to employment@parks.ny.gov. You must include "Attorney - Albany" in the subject line of your email. Failure to do so may result in not being considered for the position.

It is the responsibility of each applicant to accurately describe their experience and demonstrate that they meet the minimum qualifications.

The review of applications will begin immediately and continue until the positions are filled.

Become an Organ Donor - Enroll Today

[FAQs](#) • [Workers with Disabilities \(55b/c\)](#) • [Civil Service Exams](#)

State Agencies: [Department of Civil Service](#) • [Office of the State Comptroller](#)

OER Link: [Employee Unions and Bargaining Units](#)

[Exam announcements](#) • [General Information about NYS Government](#)

© 2025 NYS Department of Civil Service
StateJobsNYSM 2025 NYS Department of Civil Service
[Accuracy](#) • [Privacy](#) • [Accessibility](#) • [Contact](#)

• [Agencies](#) • [App Directory](#) • [Counties](#) • [Events](#) • [Programs](#) • [Services](#)