NYS Office of Cannabis Management
c/o NYS OGS Division of Human Resources Mgmt., Personnel Services Unit
31st Floor, Corning Tower, ESP, Albany, NY 12242

VACANCY POSTING
26-115-JHG

Posting Date: September 30, 2026 **Closing Date: October 15, 2026**

TITLE	GRADE	LOCATION	
Associate Counsel	NS	Office of General Counsel Harriman State Campus Albany	
APPOINTMENT TYPE	**# OF VACANCIES**	**JURIS. CLASS**	**NEG. UNIT**
Temporary	Various	Pending-Exempt	M/C

Minimum Qualifications Required for Appointment:
Admission to, and member in good standing of, the New York State Bar and four years of subsequent professional legal experience.

NOTE: IN ORDER TO AWARD THE PROPER CREDIT FOR WORK EXPERIENCE, RESUMES MUST INCLUDE MONTH AND YEAR FOR START AND END DATES. IF ANY OF THIS EXPERIENCE IS LESS THAN FULL TIME YOU MUST INDICATE THE AVERAGE NUMBER OF HOURS WORKED PER WEEK.

Duties:
Reporting to a Deputy Counsel, the Associate Counsel will support the Office of General Counsel's (OGC) licensing, compliance, and/or enforcement efforts. The Associate Counsel will be responsible for legal support to OCM's assigned portfolios, as directed by the Deputy Counsel, assisting with the review and drafting of legislation and regulations, and managing those assigned portfolios. The Associate Counsel will be responsible for supervising attorneys and legal assistants within OGC in furtherance of these responsibilities. The Associate Counsel will also be expected to attend meetings as needed, communicate well internally and externally, and be comfortable in the evolving field of Cannabis Law. Other duties may be assigned as appropriate.

Duties include but may not be limited to:
- Work in conjunction with attorneys, paralegals, and administration to create a framework and streamline administrative processes.
- Represent OCM in administrative hearings concerning compliance and licensing matters.
- Train Senior Attorneys or Assistant Counsels, as needed, to represent OCM in administrative hearings.
- Conduct legal research and prepare legal memoranda with opinions, citations, and legal precedents in support of OCM and Cannabis Control Board (CCB) programs.
- Provide legal counsel, advice, and strategies in support of OCM and CCB.
- Respond to requests arising from interaction with the public, including reviewing and developing FAQ's and other guidance affecting licensees and related stakeholders.
- Draft formal and informal comments on licensing, compliance, and enforcement legislation affecting OCM.
- Recommend revisions to existing laws and regulations affecting licensing and compliance matters in particular.
- Assist as necessary with preparation and finalization of rules and regulations in support of OCM's and CCB's business units, including processing in accordance with the State Administrative Procedure Act.
- Full range of supervisory function and responsibility, including reviewing/approving timecards, conducting performance reviews, and providing guidance and mentorship to subordinate staff.

- Perform other duties as assigned by the General Counsel, the First Deputy Counsel, or the supervising Deputy Counsel.

NOTE:

- Travel may be required (approximately 10%), including during evening and weekends, depending on mission and assignment.
- 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.

Please note: these positions are part-time in nature, anticipated 20-25 hours per week. Specific schedule questions can be discussed at the time of interview.

The Office of General Services provides human resources support for the Office of Cannabis Management. 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. NYS Office of Cannabis Management does not participate in E-Verify and does not sponsor visa applications

The Office of Cannabis Management (OCM) is an equal opportunity employer, and we recognize that diversity in our workforce is critical to fulfilling our mission. We encourage applicants from all communities to apply. For a full version of OCM's EEO/AA statement and benefits of joining OCM, please visit: About | Office of Cannabis Management (ny.gov).

New York State is an Equal Opportunity/Affirmative Action Employer