



Division of Social Justice
Charities Bureau, Trusts & Estates Section – NYC
Assistant Attorney General
Reference No. CHA/T&E_NYC_3576

Application Deadline is June 9, 2023

The Office of the New York State Attorney General's (OAG) [Charities Bureau](#) is seeking an experienced trusts and estates attorney to serve as an Assistant Attorney General (AAG) in the Trusts & Estates Section of its New York City Office. The Trusts & Estates Section represents the Attorney General as the statutory representative of the ultimate beneficiaries of charitable gifts and protects the public interest in charitable gifts and bequests contained in wills and trust instruments. This Section participates in *cy pres* proceedings, and engages in affirmative civil litigation to, among other things, enforce bequests and remedy misuse of assets by executors and trustees. The AAG hired for this position may also assist in handling withdrawal proceedings in the Supreme Court and Surrogate's Court as needed.

The responsibilities of this position, include but are not limited to the following:

- Appearing in Surrogate's Court and Supreme Court proceedings involving trusts and estates with charitable interests;
- Representing the interests of the State in proceedings involving estates administered by the Public Administrator and other estates with unknown beneficiaries, including kinship hearings;
- Litigating contested probate and accounting proceedings;
- Conducting depositions and discovery in litigated matters;
- Reviewing fiduciary accountings;
- Participating in *cy pres* proceedings; and
- Handling matters in the Supreme Court and Surrogate's Court in the First and Second Judicial Departments.

Applicants should have a **minimum of five (5) years of relevant experience** in trusts and estates and civil litigation matters. Candidates should have a solid working knowledge of New York State Supreme Court and Surrogate's Court practice and experience handling contested court proceedings. Excellent writing skills are also required.

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. 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.

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. To learn more about Assistant Attorney General compensation, please [click here](#). 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.

Per Office of the Attorney General policy, confirmation of vaccination status is a condition of employment for this position. If you are not fully vaccinated, you may be required to provide regular negative COVID-19 PCR test results at a frequency determined by the agency. The agency will consider religious and reasonable accommodations. For more information, please contact recruitment@ag.ny.gov.

*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 must be submitted online. To apply, please click on the following link: [CHA/T&E NYC 3576](#)

To ensure consideration, applications must be received by close of business on June 9, 2023.

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

- **Cover Letter**
 - You may address to Legal Recruitment.
 - Indicate why you are interested in this position and what makes you a strong candidate.
- **Resume**
- **Legal Writing Sample**
- **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: www.ag.ny.gov