



**Division of State Counsel
Claims Bureau, Contract Litigation Section – Albany
Assistant Attorney General
Reference No. CLA/CLS_ALB_AAG_3581**

Application Deadline is July 7, 2023

The Office of the New York State Attorney General’s Albany [Claims Bureau](#) represents the State of New York, its agencies and certain authorities in the Court of Claims and Supreme Court. The Contract Litigation Section of the Albany Claims Bureau is seeking an experienced litigator to defend and prosecute breach of contract cases involving construction projects, design agreements, and significant commercial transactions. The selected attorney’s portfolio will include large, complex claims that cover multiple disciplines such as construction, engineering, architecture, and software development. ***Applicants should note that prior experience litigating construction, design or commercial breach of contract cases is a plus but is not required.***

Major responsibilities include managing and conducting electronic document discovery and the review and analysis of digitized productions of documents. Specific responsibilities include, but are not limited to, the full spectrum of the duties of litigation counsel, such as drafting pleadings and papers; motion practice (including analysis, research, drafting and oral argument); the full range of discovery (including interrogatories, paper/electronic document discovery, and taking and defending depositions); selecting and working with expert witnesses; case evaluation and negotiation of settlements; trial preparation; and representing the State of New York or authority clients at mediation and trial.

Candidates for AAG must possess the following qualifications:

- **A minimum of two (2) years of practice experience**, including prior litigation experience;
- Strong oral advocacy, legal analysis and legal writing and editing skills;
- Solid organizational, interpersonal communication and problem-solving skills—this position requires an attorney who can work effectively at the highest professional level with courts (NYS Court of Claims and Supreme Court), executive staff, mediators and client agencies;
- Comfort with and proficiency in using technology to complete legal work; knowledge of and proficiency in e-discovery is desirable; and
- Though most cases are venued in Albany County, some are venued in New York City or elsewhere in New York State, so occasional travel may be necessary.

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 attorneys in the Office 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.

***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: [CLA/CLS ALB AAG 3581](#)

To ensure consideration, applications must be received by close of business on July 7, 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