



Division of State Counsel
Claims Bureau – New York City
Section Chief, Medical Malpractice Section
Reference No. CLA/MM_SC_NYC_3577

Application Deadline is June 2, 2023

The Office of the New York State Attorney General's (OAG) [Claims Bureau](#) is seeking an experienced medical malpractice trial attorney and manager to serve as Section Chief of the Medical Malpractice Section (the Section) in the New York City office. The Claims Bureau represents the State of New York and its agencies in the Court of Claims and its employees in State Supreme Court. The Section primarily defends SUNY Hospitals in Stony Brook and Brooklyn. The Section also defends medical malpractice cases in the State Veterans' Homes in Stony Brook and St. Albans, and OMH and OPWDD facilities. Finally, the Section Chief, who reports to the Bureau Chief and Deputy Bureau Chief, manages a team of nine (9) Assistant Attorneys General (AAGs), a Deputy Section Chief and three (3) Medical Care Representatives (MCRs).

The Section Chief's responsibilities will include, but are not limited to the following:

- Supervising the Section's staff, including the following:
 - Monitoring time and attendance and preparing annual evaluations for each of the Section's AAGs and MCRs
 - Training and mentoring newly hired AAGs
 - Reviewing and assigning new cases and conducting periodic case reviews
 - Attending court to periodically monitor the Section's AAGs' oral arguments, trials and conferences
 - Attending Section AAGs' case presentations at SUNY Downstate and SUNY Stony Brook
 - Meeting with Section AAGs and the expert witnesses they have retained to discuss case evaluations
 - Reviewing and discussing Case Settlement Recommendations with the Section's AAGs
 - Reviewing Answers to Claims and Complaints as needed
 - Reviewing all Motions and responses to Motions
- Responding to inquiries from the Court or a judge's chambers, agency counsel and/or Division of State Counsel management;
- Attending weekly Claims Bureau management meetings and other meetings to discuss pressing matters;
- Appropriately handling Motions for Leave to File Late Claims in the Court of Claims;
- Handling pre-Answer motions to dismiss;
- Handling Requests for Representation made by individually named defendants;
- Preparing Conflict Memos as needed;
- Responding to court-initiated Orders to Show Cause;
- Preparing the end of year SUNY audit, including meeting with SUNY accountants;
- Reviewing the OAG Biannual Audits; and
- As needed, handling a small medical malpractice caseload.

Qualifications for the Section Chief position include the following:

- Applicants must have a **minimum of ten (10) years** of medical malpractice and trial experience;
- Litigation experience in the New York State Court of Claims;
- Excellent legal analysis, legal writing and editing and oral advocacy skills;
- Prior experience supervising and/or mentoring attorneys and support staff is strongly preferred;
- Strong organizational, interpersonal communication, problem solving and teamwork skills; and
- 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.

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.

The salary range for this position is \$147,075 - \$168,318 + \$3,026 in location pay. The final salary will be determined after a complete evaluation of the selected candidate's qualifications. 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. 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 here: [CLA/MM SC NYC 3577](#)

To ensure consideration, applications must be received by close of business on June 2, 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