



Division of Social Justice
Real Estate Finance Bureau—New York City
Assistant Attorney General
Reference No. REF/RRS_AAG_NYC_3530

Application Deadline is July 7, 2023

The New York State Office of the Attorney General is seeking an attorney with experience in real estate, commercial transactions, and/or regulatory compliance to serve as an Assistant Attorney General in the Regulatory Review Section of the [Real Estate Finance Bureau](#) (REF).

REF, through Article 23-A of the New York General Business Law (the “Martin Act”) and governing regulations, regulates the public offer and sale of real estate securities, including cooperative interests in realty such as cooperatives, condominiums, timeshares, homeowners associations, and syndications. The Martin Act requires sponsors (or developers) of cooperative interests in realty to submit a prospectus or offering plan to REF before offering or selling any units or apartments to the public. REF also regulates the conversion of rental buildings to condominiums or cooperatives as well as affordable housing developments that include the offer of cooperative interests in realty.

Duties include, but are not limited to the following:

- Reviewing a large docket of offering plans and amendments related to cooperative interests in realty, including complex conversion plans for occupied buildings and affordable housing offerings;
- Reviewing applications for regulatory exemptions, including those related to out-of-state offerings and homeowners association offerings;
- Interacting on a regular basis with attorneys for other government agencies and real estate developers, including drafting and issuing detailed written letters concerning statutory and regulatory compliance;
- Assisting with developing policy, regulations, and legislative initiatives;
- Coordinating with REF enforcement attorneys on investigations related to violations of the Martin Act (this position does not involve litigation); and
- Drafting Assurances of Discontinuance related to Martin Act violations.

Applicants must have **at least five (5) years of experience** in real estate, commercial transactions, and/or regulatory compliance. Strong preference will be given to applicants with prior experience involving offering plans and real estate securities. A background in specific areas such as policy development, syndications, real estate investments, and/or affordable housing is also desirable. Applicants also must have excellent written and oral communications skills and the ability to work both independently and collaboratively in a highly structured, fast-paced environment while meeting rigorous statutory deadlines.

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.

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 are being received online. To apply, please click on the following link: [REF/RRS AAG NYC 3530](#)

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 a position with the Real Estate Finance Bureau and what makes you a strong candidate.
- [Resume](#)
- [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: ag.ny.gov