



**Executive Division – New York City
Briefings and Research Coordinator
Reference No. EXEC_NYC_BRC_6287**

Application Deadline is September 8, 2023

The [Executive Division](#) of the Office of the New York State Attorney General (OAG) is seeking a Briefings and Research Coordinator (BRC). The BRC will be responsible for preparing substantive briefings for the Attorney General for meetings and public events, including both external events and those sponsored by the OAG. Additional duties will include drafting memos for the Attorney General on the news of the day; conducting research and drafting memoranda on public policy topics as requested; writing policy or legal letters for public release; and vetting and performing conflicts checks on individuals and organizations with whom the Attorney General engages. This position is located in New York City and will report to the Director of Strategic Planning.

Qualifications for the BRC position include the following:

- A graduate degree such as a JD or MPA is strongly preferred;
- A bachelor's degree and at least one year of post-graduation work experience is required;
- Prior experience in government is preferred, but not required;
- Excellent written communication skills and the ability to produce clear, concise and error-free documents in a limited time frame;
- Strong interpersonal skills as this position involves gathering and synthesizing information from managers and staff throughout the OAG;
- Highly organized with the ability to effectively prioritize and meet tight deadlines; and
- Experience using Lexis/Nexis or similar research databases and conducting strategic internet searches is desirable.

The annual salary for this position is \$78,191 + \$3,026 in location pay. 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 on the following link: [EXEC NYC BRC 6287](#)

To ensure consideration, applications must be received by close of business on September 8, 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 Executive Division and what makes you a strong candidate. You may wish to include information about what life experiences you will bring to the position that will enhance the OAG's ability to better serve the diverse population of this state.
- **Resume**
- **Writing Sample**
 - Your sample should demonstrate your ability to analyze and organize information into an effective document that is well-organized and error-free.
 - If needed, please provide a cover page to provide the reviewer with any relevant context or background information.
- **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.

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