



Executive Division

Press Office – New York City

Deputy Press Secretary

Reference No. PO_NYC_DPS_6316

Application Deadline is April 19, 2024

The [Executive Division](#) of the Office of the New York State Attorney General (OAG) is seeking a Deputy Press Secretary to serve in the Attorney General's Press Office. The Deputy Press Secretary will work closely with the Director of Communications and other senior staff to develop and execute effective communication strategies. The Deputy Press Secretary must develop and maintain relationships with the press and other media. Daily responsibilities of the Deputy Press Secretary will include interacting with reporters in the political, financial, tech, and criminal justice press; and drafting, reviewing, and editing press releases, advisories, and other relevant materials. This position reports to the Director of Communications and will be located in the New York City office.

Qualifications:

- **A minimum of four (4) years of experience** in media relations, communications, or a related field demonstrating an increasing scope of work and responsibility is required.
- Prior New York State press experience and/or prior government, political, and/or campaign communications experience is strongly preferred.
- Excellent verbal and written communication skills.
- Ability to work in a dynamic environment and manage shifting deadlines and multiple priority assignments effectively.
- Ability to work well independently and as a productive member of the AG's Press Office and wider Executive team.
- Fluency in other languages is a plus, but not required.
- Availability for periodic travel within New York State is required.

The annual salary for this position is \$82,489 + \$3,400 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 are to be submitted online. To apply, please click on the following link: [PO NYC DPS 6316](#).

To ensure consideration, applications must be received by close of business on April 19, 2024.

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

- **Cover Letter**
 - You may address your letter to the Legal Recruitment Unit.
 - Indicate why you are interested in this position 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**
 - Please provide a sample press release.
 - Please provide a longer writing sample (2-5 pages is sufficient). This sample should demonstrate your ability to write persuasively, accessibly, and to organize information effectively. If you choose to submit an excerpt from a longer piece, you may wish to include a cover page to provide the reviewer with any relevant information/context.
 - Upload both samples as one document using the field provided on the online application form.
- **List of three (3) references**
 - Only submit professional references, supervisory references are preferred.
 - For each reference, indicate the nature and duration of your relationship.
 - Include contact information and email addresses for each reference.
 - Please note that 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