



## Division of Social Justice

### Charities Bureau, Transactions Section – Albany or New York City

#### Assistant Attorney General

Reference No. CHA/TS\_AAG\_3713

### Application Deadline is September 13, 2024

The Office of the New York State Attorney General's (OAG) [Charities Bureau](#), the primary regulator of New York's charities sector, is seeking an experienced transactions attorney to serve as an Assistant Attorney General (AAG) in the Transactions Section in either the New York City or Albany office. New York charities employ one sixth (approx. 17%) of the state's private workforce, and provide national models in arts and culture, social service, religious, and advocacy organizations. When charities plan to transfer or lease all or substantially all their assets, merge, or dissolve, or when religious organizations wish to transfer, mortgage, or lease their property, court or OAG approval is required. Attorneys from the Bureau's Transactions Section work to assure the organizations receive fair value, their assets are adequately protected, and the interests of charitable beneficiaries and the public are served. In addition, attorneys oversee donor restrictions on use of assets and ensure organizations comply with the requirements of the Not-for-Profit Corporation Law (N-PCL) and the Religious Corporations Law (RCL).

The AAG will manage their own caseload, work independently under the supervision of the Transactions Section Chief, and, in some matters, work with the Bureau's accountants and attorneys from other bureaus within the OAG. The AAG will be responsible for reviewing transactional documents such as purchase and sale agreements, appraisals, governance documents, loan agreements, merger agreements and will draft court documents when a matter requires court involvement. The AAG will conduct virtual and in person meetings with counsel regarding the matters they are handling. Additionally, if interested, the AAG will have the opportunity to give presentations to the public as part of the Bureau's outreach programs in support of New York State charitable organizations. Applicants may familiarize themselves with the work of the Bureau through the guidance documents posted online [here](#).

Applicants should have experience handling corporate and/or real estate transactions, familiarity with practice in New York State Courts, and be comfortable reviewing financial statements and tax returns. Applicants should have some familiarity with the N-PCL as well as the Internal Revenue Code provisions applicable to tax-exempt entities. Some knowledge of the RCL is preferred but not required. Strong written and verbal skills are required and a commitment to public service is essential.

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.

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 attorney compensation, please visit the following page: [https://ag.ny.gov/sites/default/files/assistant\\_attorney\\_general\\_compensation.pdf](https://ag.ny.gov/sites/default/files/assistant_attorney_general_compensation.pdf). 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: [CHA/TS AAG 3713](#)

**To ensure consideration, applications must be received by close of business on September 13, 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.
  - Please specify your location preference: Albany or New York City.
  - 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 Bureau's ability to better serve the diverse population of this state.
- **Resume**
- **Legal Writing Sample**
- **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](mailto:recruitment@ag.ny.gov) or phone at 212-416-8080.**

**For more information about the OAG, please visit our website: [ag.ny.gov](http://ag.ny.gov)**