



Division of State Counsel
Claims Bureau – New York City
Deputy Bureau Chief
Reference No. CLA_NYC_DBC_3722

Application Deadline is October 11, 2024

The Office of the New York State Attorney General (OAG) is seeking an experienced attorney and people manager to serve as Deputy Bureau Chief of the [Claims Bureau](#) in New York City.

The Claims Bureau defends the State of New York, certain public authorities, and State employees and officers in tort, medical malpractice, breach of contract, and unjust conviction matters. The Bureau's attorneys appear in the Court of Claims and New York State court in matters venued in The Bronx, Kings, New York, Queens, Richmond, Nassau, and Suffolk counties. The Bureau's management team is comprised of the Bureau Chief, a Deputy Bureau Chief, a Torts Section Chief, and a Medical Malpractice Section Chief. The Bureau is staffed with approximately 52 employees.

The Deputy Bureau Chief assists the Bureau Chief, as well as the Bureau's Section Chiefs and Deputy Section Chiefs, in the management and supervision of the Bureau's extensive litigation docket in the work of approximately fifty-two attorneys and support staff. Among other assigned tasks, the Deputy Bureau Chief's duties and responsibilities include serving as lead attorney on, or otherwise closely overseeing, cases that are of heightened importance to the State of New York; reviewing and assigning incoming matters; drafting and/or editing of briefs and motion papers; evaluating recommendations on representation and settlement; addressing personnel issues; providing advice, training, support, and supervision to attorneys and support staff within the Bureau; reviewing appeal recommendations; developing strategic plans and initiatives for the Bureau; serving as a liaison with other bureaus within the OAG and with other state agencies.

The Deputy Bureau Chief reports to the Bureau Chief.

Qualifications:

- Applicants must have a **minimum of ten (10) years of civil litigation experience** in federal and state court, including the Court of Claims;
- Ability to handle all phases of litigation from commencement through trial;
- Ability to directly supervise a large defense docket from case assignment through trial;
- Prior experience supervising attorneys and support staff;
- Strong writing, analytical, organizational, advocacy, and negotiation skills;
- Excellent interpersonal and relationship management skills;
- Prior experience interfacing with governmental agencies and officials is preferred; and a
- Demonstrated commitment to public service.

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.

The salary for this position is \$183,981 + \$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 must be submitted by email. To apply, please submit your complete application, including each of the items identified below, to recruitment@ag.ny.gov. Applicants must indicate both the position title and reference number (Deputy Bureau Chief, CLA_NYC_DBC_3722) in the email subject line and in their cover letter.

To ensure consideration, applications must be received by close of business on October 11, 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.
 - Include the position title and reference number (Deputy Bureau Chief, CLA_NYC_DBC_3722).
 - 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 Office'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 or phone at 212-416-8080.

For more information about the OAG, please visit our website: ag.ny.gov