



Division of Social Justice

Charities Bureau, Trusts & Estates Section – New York City

Assistant Attorney General

Reference No. CHA/T&E_NYC_AAG_3717

Application Deadline is October 11, 2024

The Office of the New York State Attorney General's (OAG) [Charities Bureau](#) is seeking an experienced litigator to serve as an Assistant Attorney General (AAG) in the Trusts & Estates Section in the New York City office. Candidates with trial experience and knowledge of trusts and estates practice are preferred. The Trusts & Estates Section represents the Attorney General as the statutory representative of the ultimate beneficiaries of charitable gifts and protects the public interest in charitable gifts and bequests contained in wills and trust instruments. The Charities Bureau also appears in estate proceedings involving unknown heirs or beneficiaries and represents the interests of the State Comptroller in withdrawal proceedings brought by claimants seeking to withdraw funds on deposit with the Comptroller's Abandoned Property Fund. The Assistant Attorney General hired for this position will be handling the representation of the Office of the State Comptroller on Abandoned Property Fund matters in the Surrogate's and Supreme Courts in the First and Second Judicial Departments.

Duties:

- Represent the Office of the State Comptroller in withdrawal proceedings in the Surrogate's Court and Supreme Court, including kinship hearings and other court appearances in connection with these proceedings.
- Represent the interests of the ultimate charitable beneficiaries in Surrogate's Court and Supreme Court proceedings involving trusts and estates with charitable interests, including contested probate and accounting proceedings.
- Review fiduciary accountings for estates and trusts with charitable interests.
- Conduct depositions and discovery in litigated matters.

Applicants should have a **minimum of five (5) years of relevant experience** in civil litigation matters. Candidates with trial experience and knowledge of trusts and estates are preferred. Candidates should have a solid working knowledge of New York State Supreme Court practice and experience handling contested court proceedings. Excellent writing skills are also required.

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 visit the following page: 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 the following link: [CHA/T&E NYC AAG 3717](#)

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.
 - 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 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 or phone at 212-416-8080.

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