



Social Justice Division
Charities Bureau—New York City
Trusts and Estates Section Chief
Reference No. CHA_NYC_SC/T&E_3734

Application Deadline is December 6, 2024

The Office of the New York State Attorney General’s (OAG) [Charities Bureau](#) is seeking an experienced attorney to serve as Section Chief of the Trusts and Estates Section. The Trusts and Estates Section represents the interests of charitable beneficiaries of estates and trusts with charitable interests. It also represents the interests of charitable beneficiaries in cy pres proceedings. The Section Chief is responsible for managing and supervising a group of Attorneys and Legal Assistants located in New York City and Albany and providing training, guidance, and assistance to attorneys who handle trusts and estates matters in OAG regional offices. The Section Chief also supervises a staff attorney responsible for representing the New York Comptroller in proceedings seeking withdrawal from the Abandoned Property Fund. Along with the Deputy Bureau Chief and attorneys in the Trusts and Estates Section, the Section Chief also drafts and edits guidance documents for and gives presentations to the public and private counsel and represents the bureau in trusts and estates policy issues with bar associations and court committees.

Applicants must have a minimum of six (6) years of experience in handling trusts and estate matters and litigation, and familiarity with the Surrogate’s Courts. Interest in and commitment to support the management, training, evaluation, and career development of the section’s employees is required. The ideal candidate will have knowledge of the Estates, Powers and Trusts Law, the Surrogate’s Court Procedures Act, and the New York Civil Practice Law and Rules and have experience in civil litigation and settlements. Strong writing skills are required. 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.

The salary range for this position is \$156,032 - \$178,569 + \$3,400 in location pay. The final salary will be set after a complete evaluation of the selected candidate’s qualifications. As an employee of 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, 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 NYC SC/T&E 3734](#)
To ensure consideration, applications must be received by close of business on December 6, 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 OAG’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 OAG, 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 OAG, please visit our website: ag.ny.gov