

# EMPLOYMENT ANNOUNCEMENT



<b>TITLE:</b>	SENIOR ATTORNEY
<b>STATUS:</b>	PERMANENT
<b>BUREAU:</b>	CONTRACT APPROVAL UNIT
<b>LOCATION:</b>	ALBANY
<b>SALARY:</b>	PEF, SG 25 (starting salary \$93,530. Job rate \$117,875)

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**We are seeking talented and motivated staff to work with our attorneys in the State's law firm. The selected candidate will be part of a fast-paced office, gaining experience while providing public service on behalf of the State of New York.** The [Attorney General](#) serves the public interest of all New Yorkers in matters affecting their daily lives, enforcing laws to protect consumers, tenants, patients, workers, investors, and charitable donors. The office coordinates statewide civil and criminal investigations, promoting economic and social justice, encouraging harm-reducing public health strategies, and preserving the state's environment.

Careers with the State offer multiple benefits including **paid vacation leave (13+ days per year)**, sick leave, **paid State holidays off, health insurance** including vision & dental, entry into the **NYS retirement** (pension) system, education and training, eligibility for public student loan forgiveness, and **job stability with promotional opportunities**. Workplace flexibilities include multiple options for employees including **telecommuting** (up to two days per week) and alternative work schedules.

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## **MINIMUM QUALIFICATIONS\***

### **NY HELPS:**

This title is part of the New York Hiring for Emergency Limited Placement Statewide Program (NY HELPS).

For the duration of the NY HELPS Program, this title may be filled via a non-competitive appointment, which means no examination is required but all candidates must meet the minimum qualifications of the title for which they apply and complete a probationary period.

At a future date (within one year of permanent appointment), it is expected employees hired under NY HELPS will have their non-competitive employment status converted to competitive status, without having to compete in an examination. Employees will then be afforded with all of the same rights and privileges of competitive class employees of New York State. While serving permanently in a NY HELPS title, employees may take part in any promotion examination for which they are qualified.

Candidates eligible for 55b/c appointment who meet the Non-Competitive Minimum Qualifications below are encouraged to apply.

### **Non-Competitive Minimum Qualifications:**

- Admission to the NYS bar and two years of post-licensure professional legal experience.

### **Competitive Minimum Qualifications:**

- Candidates must be reachable on the Civil Service eligible list for Senior Attorney **OR** eligible for transfer under Civil Service Law.

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## **DUTIES**

- Review a wide variety of New York State instrumentality grants and negotiated contracts to ensure compliance with State statutes and advise State instrumentalities on how to clarify or amend vague or unacceptable terms.
- Advise State instrumentalities of legal implications regarding contract-related issues.
- Review and comment on the impact of proposed changes to agency and authority boilerplate contract language.

- Review and comment on the impact of proposed contract-related legislation and identify any potential issues with existing statutes.
- Work with the Office of the State Comptroller and State instrumentalities to standardize and improve the contracting process.
- Assist with projects having a divisional focus.
- Candidate must have experience working in a paperless environment and be proficient in utilizing electronic platforms to perform duties and store information regarding work product.
- Review a wide variety of agency and authority contracts, including construction, consultant, legal service, lease, financial, and technology contracts, and advise the agency or authority of any vague or unacceptable legal terms or procedural issues requiring clarification.
- Review insurance charters and construction and insurance adjuster bonds.
- Access Electronic Platforms and Review Contracts On-Line: Review and approve grant contracts, public authority contracts, and State agency contracts on separate, online platforms. Provide online notices regarding the approval or non-approval of contracts. Provide online questions or comments regarding individual contracts in order to clarify the terms of the contract. Provide online verification regarding the Unit's acceptance of State contracts with sectarian contractors.
- Ability to multi-task between reviewing and commenting on contracts and responding to incoming communications regarding contracts.
- Perform other duties as assigned.

## **HOURS**

The agency's hours of operation are Monday through Friday, between 8:00 am and 5:30 pm (37.5 hours/week). Scheduling determinations are dependent upon the needs of each Bureau and will be communicated during interviews.

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## **HOW TO APPLY**

**Applications must be submitted online.** To apply, please click on the following link: [Senior Attorney CAU Alb 173101](#).

*Candidates from diverse backgrounds are encouraged to apply.  
The OAG is an equal opportunity employer and is committed to workplace diversity.*

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**Posted November 18, 2024**