



**State Counsel Division**  
**Claims Bureau – New York City**  
**Section Chief, Torts Section**  
**Reference No. CLA/TS\_SC\_NYC\_3743**

**Application Deadline is January 10, 2025**

The Office of the New York State Attorney General's (OAG) [Claims Bureau](#) is seeking an experienced trial attorney and people manager to serve as Section Chief of the Torts Section (the Section) in the New York City office. The Claims Bureau is a trial bureau that represents the state of New York and its agencies in the Court of Claims and its employees in New York State Supreme Court in a wide variety of litigation, including unjust conviction, highway design, false arrest and imprisonment, labor law, contract, premises liability, and fleet claims involving state vehicles. The Section Chief, who reports to the Bureau Chief and Deputy Bureau Chief, manages a team of 11 Assistant Attorneys General (AAGs), a Deputy Section Chief, and 13 support staff.

**Duties:**

- Supervising the Section's staff, including the following:
  - Monitoring time and attendance and preparing annual evaluations for each of the Section's AAGs and support staff;
  - Training and mentoring newly hired AAGs;
  - Reviewing and assigning new cases and conducting periodic case reviews;
  - Attending court to periodically monitor the Section's AAGs' oral arguments, trials, and conferences;
  - Meeting with Section AAGs and the expert witnesses they have retained to discuss case evaluations;
  - Reviewing and discussing Case Settlement Recommendations with the Section's AAGs;
  - Reviewing Answers to Claims and Complaints as needed; and
  - Reviewing all Motions and responses to Motions.
- Responding to inquiries from the court or a judge's chambers, agency counsel, and/or State Counsel Division management;
- Attending weekly Claims Bureau management meetings and other meetings to discuss pressing matters;
- Appropriately handling Motions for Leave to File Late Claims in the Court of Claims;
- Handling pre-Answer motions to dismiss;
- Handling Requests for Representation made by individually named defendants;
- Preparing Conflict Memos as needed;
- Responding to court-initiated Orders to Show Cause; and
- As needed, handling a small caseload.

**Qualifications:**

- Applicants must have a **minimum of ten (10) years** of solid trial experience that includes litigation experience in the New York State Court of Claims;
- Excellent legal analysis, legal writing, and editing skills;
- Strong oral advocacy, negotiation, organizational, interpersonal communication, problem solving, and teamwork skills;
- Prior experience supervising and/or mentoring attorneys and support staff is strongly preferred; and
- Comfort with and proficiency using technology to complete legal work, including knowledge of and experience with various computer software programs and case management and electronic discovery platforms.

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: [CLA/TS SC NYC 3743](#)

**To ensure consideration, applications must be received by close of business on January 10, 2025.**

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](mailto:recruitment@ag.ny.gov) or phone at 212-416-8080.**

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