



Economic Justice Division
Investor Protection Bureau – New York City
Assistant Attorney General
Reference No. IPB_NYC_AAG_3741

Application Deadline is December 27, 2024

The Office of the New York State Attorney General's (OAG) [Investor Protection Bureau](#) (IPB) is seeking an attorney to support the work of the Franchise Section. This position involves enforcing the New York State Franchise Sales Act and related regulations by ensuring franchise applicants comply with registration requirements; developing and leading investigations into violations of law by franchises; supporting related litigation; and assisting the Franchise Section Chief in supervising the section. IPB protects the public from fraud and misrepresentation in the offering and selling of securities, commodities, franchises, and other investment products. This role offers an opportunity to build on IPB's storied history and robust authority to safeguard the interests of investors in today's financial markets. This Assistant Attorney General position is in New York City and reports to the Franchise Section Chief.

Duties:

- **Franchise Disclosure Document (FDD) Review:** Perform compliance reviews of FDDs, a prospectus franchisors provide to prospective franchisees containing material information about the franchise. Ensure the FDD complies with regulatory disclosure requirements and issue comment letters to applicants to address deficiencies. Engage in ongoing communication with filers to ensure resolution of these issues.
- **Enforcement:** Conduct investigations, including issuing subpoenas, analyzing documents, taking testimony, drafting pleadings, litigating, and drafting settlement documents as part of enforcement actions against franchisors who fail to comply with New York's franchise laws.
- **Compliance:** Ensure compliance with the Franchise Sales Act by conducting sweeps, undercover investigations, and assisting in coordinating the annual Franchise Sales Expo.
- **Complaint Management:** Review and investigate complaints against franchisors received from the public and other regulators.
- **Regulatory Development:** Remain current on developing trends in franchise law, cultivate professional relationships and contacts at other state and federal agencies engaged in similar work, and propose amendments to franchise laws and regulations as needed based on industry demands and insights from enforcement practices.
- **Support Franchise Section Chief:** Assist with supervising a team of examiners and accountants, developing, and maintaining internal processes and procedures, and identifying efficiencies.

A minimum of five (5) years of relevant post-graduate legal experience is required. Applicants must possess excellent analytical, writing, research, teamwork, and organizational skills. Experience with franchise law, fraud, financial markets, or accounting is a plus. Prior work experience as a regulatory attorney is also desirable

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 \$81,159 - \$173,265 + \$3,400 in location pay. To learn more about attorney compensation, please visit the following page:

ag.ny.gov/sites/default/files/assistant_attorney_general_compensation.pdf

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: [IPB NYC AAG 3741](#)

To ensure consideration, applications must be received by close of business on December 27, 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: www.ag.ny.gov