



Criminal Justice Division
Senior Counsel—New York City
Reference No. DCJ_NYC_SC_3757

Application Deadline February 7, 2025

The Office of the New York State Attorney General (OAG) is seeking an experienced attorney and manager to serve as Senior Counsel (SC) to the [Criminal Justice Division](#) (CJD) in the New York City office. The SC reports to the Chief Deputy Attorney General for Criminal Justice (CDAG), who oversees the division's legal practice. The SC's duties include providing legal, strategic, and operational/programmatic advice and support to the CDAG and division. This is not a supervisory position.

Duties:

- Lead, support, and assist CDAG with a variety of initiatives, projects, and ongoing/reoccurring work, and generally provide senior-level project management as CJD priorities require.
- Develop a deep understanding of CJD's work to better identify, escalate, brief, and advise CDAG on issues, opportunities, strategies, etc.
- Liaise regularly with CJD's Bureau Chiefs, managers, and attorneys on active matters and provide legal and strategic support as needed.
- Manage the review, interpretation, and operationalization of legislation that impacts CJD.
- Draft, interpret, and implement CJD policies and procedures; this includes reviewing and evaluating existing policies and procedures and coordinating with relevant stakeholders and subject matter experts as needed.
- Foster productive internal and external stakeholder relationships to support and advance CJD priorities and leverage opportunities for collaboration and synergy.
- Execute a CJD training program.
- Prepare and review various documents, reports, presentations, etc.
- Research and interpret statutes, rules, regulations, and case law.
- Handle various ongoing ministerial duties, including Giglio review procedures, conviction review procedures, etc.
- Represent CDAG and CJD at meetings, conferences, and events.

Required Qualifications:

- A minimum of ten (10) years of legal experience that includes New York state prosecutorial experience. *To meet this threshold, all relevant criminal experience will be considered.*
- Expertise in reviewing, interpreting, and operationalizing legislation/legislative matters.
- Experience reviewing, developing, and implementing policies and procedures, including criminal justice policies.
- A demonstrated understanding of the criminal justice landscape and related dynamics both in New York state and nationally.
- Excellent legal analysis, legal writing and editing, project management, and presentation skills.
- Strong organizational, interpersonal communication, relationship management, problem solving, and teamwork skills.
- Highly proactive and entrepreneurial, capable of balancing competing priorities, driving multiple projects simultaneously, and providing quality deliverables on time.
- Proficiency using technology to complete legal work, including knowledge of and experience with various computer software programs and case management and electronic discovery platforms.
- Availability for occasional travel in New York state and nationally to attend and represent CJD at meetings, conferences, events, etc.

Preferred Qualifications:

- Prior experience working for an office headed by an elected official or a high-profile, public-facing principal.
- Prior work experience and/or existing relationships with other federal, state, and local law enforcement agencies.
- Prior experience developing, implementing, and delivering trainings for attorneys and legal support staff.
- Prior management or leadership experience.

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 for this position is \$183,981 + \$3,400 in location pay. 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: [DCJ NYC SC 3757](#)

To ensure consideration, applications must be received by close of business on February 7, 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 or phone at 212-416-8080.

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