



Administration Division
Legal Recruitment Unit—New York City
Recruitment Coordinator
Reference No. LRU_NYC_RC_6360

Application Deadline is February 7, 2025

The Office of the New York State Attorney General's (OAG) [Legal Recruitment Unit](#) (LRU) is seeking applications for a Recruitment Coordinator position in the New York City office. OAG's LRU is responsible for recruiting hundreds of attorneys and other professional and legal support positions annually. Additionally, LRU manages OAG's student programs and the Attorney General Fellowship Program, which is OAG's entry-level hiring program for law graduates. The Recruitment Coordinator will join a small and dynamic team that is committed to sourcing the best talent for OAG's excellent public service legal career opportunities. This position reports directly to the Director of Legal Recruitment.

Duties:

- Research, draft, and prepare job postings for review and deployment.
- Post and maintain OAG jobs on a variety of platforms, including LinkedIn.
- Interact with jobseekers and hiring managers by phone and email.
- Review and evaluate candidate materials.
- Develop an understanding of OAG's recruitment practices, scope of work, priorities, and organizational structure, as well as the legal talent market to inform conversations with jobseekers and hiring managers.
- Support the attorney in charge of the Attorney General Fellowship Program with recruitment, onboarding, trainings, and other administrative tasks and projects.
- Train and respond to questions from hiring managers on OAG's recruitment process and application tracking system.
- Prepare a variety of documents, correspondence, and reoccurring reports to support LRU's work, including writing copy for marketing and promotional materials.
- Order and maintain recruitment supplies and materials.
- Assist with LRU's daily operations including answering the main phone line and maintaining several email inboxes.
- Assist with new employee onboarding and other projects, as needed.
- Represent OAG at virtual and in-person recruiting events.

Qualifications:

- Prior relevant work experience either in recruiting and/or human resources.
- Proactive, organized, and entrepreneurial, must be able to successfully balance competing priorities, manage projects, and stay on top of daily/reoccurring work while also producing quality deliverables on time.
- Strong writing, editing, and proofreading skills are required for this position; this includes revising and updating existing documents and preparing new copy/text for review.
- Readily assimilates and integrates new information, is receptive to feedback, and has a continuous improvement mindset about their work and professional development.
- Proficient at using Excel, Outlook, Word, Teams, and PowerPoint and the ability to learn and use new computer programs as needed.
- Interpersonal, relationship management, and general presentation/public speaking skills to support successful internal and external customer interactions.
- Analytical with sound judgement to escalate issues and handle sensitive and confidential information

- appropriately.
- Collaborative team player who is customer-focused and willing to learn and support LRU's full portfolio as needed.
- A demonstrated understanding of DEIA principles and best practices, particularly as it relates to sourcing and recruiting talent for OAG.
- Availability for occasional travel in New York state to attend recruiting events.

Preferred Skills and Experience:

- Experience recruiting attorneys and/or law students.
- Work experience at a law firm or a law school.
- Experience using LinkedIn Recruiter to source talent.
- Experience participating on interview panels.

The annual salary for this position is \$63,160 + \$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: [LRU NYC RC 6360](#)

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 a position with OAG 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**
- **Writing Sample**
 - Your sample should demonstrate your ability to analyze and organize information into an effective document that is well-organized and error-free.
 - If needed, please include a cover page to provide the reviewer with any relevant context or background information.
- **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