



**Executive Division**  
**Office of the General Counsel – New York City**  
**Associate General Counsel**  
**Reference No. OGC\_NYC\_AGC\_3787**

**Application Deadline is July 4, 2025**

The [Executive Division](#) of the Office of the New York State Attorney General (OAG) is seeking an attorney with in-house counsel and litigation experience for an Associate General Counsel position with the Office of the General Counsel (OGC). Experience collaborating across teams, including with human resources; drafting and reviewing contracts; and compliance in the government sector are also desired. First-rate writing and analytical skills required.

The Executive Division maintains the functions of OAG and, in addition to OGC, includes the Senior Leadership Team, Chief Deputy Attorneys General (CDAGs), the Solicitor General, and the directors of Communications, Intergovernmental Affairs, Legislative Affairs, and Research and Analytics. The Executive Division's responsibilities include policy development, public relations, community outreach, research and analytics, drafting proposed legislation, monitoring legislation that affects OAG, and the day-to-day administration of the office.

The selected candidate will work for OGC. As the in-house counsel to OAG, OGC works collaboratively across all divisions to provide guidance and develop legal strategies and responses; draft, interpret, and implement OAG policies and procedures; draft, review, and/or revise contracts; identify, develop, and/or advise on policy issues and strategies; implement and/or oversee certain compliance and ethical determinations; interact with other governmental and legal entities; and handle employee and other confidential matters as required. This position will report directly to the General Counsel and/or the Deputy General Counsel and is located in the New York City Office.

**Principal Duties:**

- Reviewing and/or drafting contracts, procurement documents, and other written OAG materials
- Crafting, reviewing, revising, and/or approving OAG policies and best practices and ensuring compliance of such policies and best practices
- Assisting with administrative proceedings and responding to subpoenas
- Assisting in sensitive employment and labor law matters
- Providing advice to other units/divisions on a myriad of legal issues
- Consulting and collaborating with internal and external stakeholders to enhance OAG's ability to execute legal and legislative initiatives that address critical issues facing New York state and its residents
- Collaborating with senior staff on internal administrative changes, affirmative litigation, and legislative and policy initiatives
- Assisting in litigation matters and appearing in court/administrative proceedings, as needed
- Researching and interpreting statutes, rules, regulations, and case law

Applicants should have **a minimum of five (5) years of relevant legal experience**. Excellent organizational, writing, and analytical skills are required.

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 plus \$4,000 in location pay.** To learn more about Assistant Attorney General compensation, please visit the following page:

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: [OGC NYC AGC 3787](#)

**To ensure consideration, applications must be received by close of business on July 4, 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**
- **Reference List**
  - Submit a list of three (3) 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)**