



## **Social Justice Division**

### **Charities Bureau, Transactions Section – Albany or New York City**

#### **Assistant Attorneys General**

**Reference No. CHA/TS\_AAG\_3800**

### **Application Deadline is August 15, 2025**

The Office of the New York State Attorney General's (OAG) [Charities Bureau](#), the primary regulator of New York's charities sector, is seeking attorneys with transactional experience to serve as an Assistant Attorneys General (AAGs) in the bureau's Transactions Section in the New York City or Albany office. The selected candidates will join a team of attorneys who are responsible for reviewing and approving complex transactions involving the disposition of assets for religious and non-religious charities in the five boroughs.

The New York Not-for-Profit Corporation Law and the New York Religious Corporations Law are among the most well-developed statutes in the country covering this area of law and the Charities Bureau is a national leader in effective regulation of charitable entities. When charities plan to transfer, lease, or otherwise dispose of their assets, or to merge or dissolve, court or OAG approval is required. Attorneys from the bureau's Transactions Section work to assure that organizations receive fair value, assets are adequately protected, and the interests of charitable beneficiaries and the public are served. Recent examples of matters that have come before the Transactions Section include: a request to bifurcate the sale of a nursing home between its real property and business assets; the determination that air rights have been properly valued; transferring ownership of charitable assets out of state through reincorporation; transferring assets when the corporate entity is not a proper steward of the assets due to governance concerns; and addressing the nonperformance of a real estate developer regarding multiple church properties.

The AAGs will manage their own caseload and be responsible for reviewing transactional documents such as purchase and sale agreements, appraisals, governance documents, financial statements, loan agreements, and merger agreements. A strong ability to analyze and interpret statutes and caselaw is also needed. In addition to the transactional work, the AAGs will draft court documents and appear when a matter requires court involvement due to concerns the bureau has with the transaction. The AAGs will conduct virtual and in person meetings with counsel regarding the matters they are handling. Additionally, if interested, the AAGs will have the opportunity to participate in presentations to the public as part of the bureau's outreach programs in support of New York state charitable organizations. Applicants may familiarize themselves with the work of the bureau through the guidance documents posted online [here](#).

Applicants should have a minimum of five (5) years of experience handling corporate matters, transactions, and/or real estate matters. Applicants with prior litigation or non-profit experience are preferred. Applicants must possess excellent research, analytical, communication, and organizational skills and write clearly and persuasively. Additionally, applicants should be dedicated and motivated attorneys who can work independently and interact with a diverse group of colleagues, members of the public, outside attorneys, and other government regulators.

**The salary range for this position is \$83,594 - \$178,463 + \$4,000 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](https://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: [CHA/TS AAG 3800](#)

**To ensure consideration, applications must be received by close of business on August 15, 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.
  - Please indicate your location preference: Albany or New York City.
  - 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)**