



**Executive Division**  
**Office of the General Counsel – New York City**  
**Associate General Counsel**  
**Reference No. OGC\_NYC\_AGC\_3792**

**Application Deadline is August 1, 2025**

The Office of the New York State Attorney General (OAG) is seeking an attorney with at least two years of experience as in-house counsel and/or as a law firm associate for an Associate General Counsel position in the Office of the General Counsel (OGC). Experience researching complex legal issues and writing memoranda on such issues in a fast-paced environment and handling a wide range of legal matters required.

The Executive Division of OAG, in which OGC is housed, maintains the functions of OAG and includes the Senior Leadership Team; the Chief Deputy Attorneys General; 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, serving a variety of clients on a multitude of legal issues, as outlined below. 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:**

- Researching complex legal issues and writing memoranda on such issues.
- Reviewing and/or drafting contracts, procurement documents, and other written OAG materials.
- Assisting OGC attorneys in crafting, reviewing, and/or revising OAG policies and in ensuring compliance of such policies and best practices.
- Assisting in sensitive employment and labor law matters.
- Collaborating with OGC attorneys on internal administrative changes, affirmative litigation, and legislative and policy initiatives.
- Remaining current on the legal landscape related to Artificial Intelligence and advising OGC attorneys accordingly.
- Researching and interpreting statutes, rules, and regulations, as needed, and assisting in reviewing and advising on pending legislation.
- Additional duties as required or requested by the General Counsel.

**Qualifications:**

- Applicants must have a minimum of two years of relevant experience.
- First-rate analytical, researching, and writing skills are a must.
- Strong organizational skills and experience managing multiple assignments and projects simultaneously are a must.
- Highly collaborative and client-focused, with demonstrated experience serving a variety of clients and assisting them in achieving their objectives, are a must.
- Experience working in a fast-paced and high-impact environment.
- Knowledge of contract law; labor and employment law; and government ethics and compliance is a plus.
- Legislative experience is also a plus.

Applicants must reside in (or intend to soon become a resident of) New York State and must 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-year commitment upon being hired is a condition of employment.

**The salary range for this position is \$83,594 - \$178,463, plus \$4,000 in location pay.** To learn more about compensation, please visit the following page:

[https://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: [OGC NYC AGC 3792](#)

**To ensure consideration, applications must be received by close of business on August 1, 2025.**

Applicants must 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)**