

EMPLOYMENT ANNOUNCEMENT



TITLE: SENIOR ATTORNEY
STATUS: PERMANENT
BUREAU: CONTRACT APPROVAL UNIT
LOCATION: ALBANY

SALARY GRADE (SG): PEF, SG 25 (starting salary \$96,336. Job rate \$121,413)

We are seeking talented and motivated staff to work with our attorneys in the State's law firm. The selected candidate will be part of a fast-paced office, gaining experience while providing public service on behalf of the State of New York. The [Attorney General](#) serves the public interest of all New Yorkers in matters affecting their daily lives, enforcing laws to protect consumers, tenants, patients, workers, investors, and charitable donors. The office coordinates statewide civil and criminal investigations, promoting economic and social justice, encouraging harm-reducing public health strategies, and preserving the state's environment.

Careers with the State offer multiple benefits, including **paid vacation leave (13+ days per year)**, sick leave, **paid State holidays off**, **health insurance** including vision & dental, entry into the **NYS retirement** (pension) system, education and training, eligibility for public student loan forgiveness, and **job stability with promotional opportunities**. Workplace flexibilities include multiple options for employees, including **telecommuting** (up to two days per week) and alternative work schedules.

MINIMUM QUALIFICATIONS

NY HELPS:

This title is part of the New York Hiring for Emergency Limited Placement Statewide Program (NY HELPS).

For the duration of the NY HELPS Program, this title may be filled via a non-competitive appointment, which means no examination is required but all candidates must meet the minimum qualifications of the title for which they apply.

At a future date (within one year of permanent appointment), it is expected employees hired under NY HELPS will have their non-competitive employment status converted to competitive status, without having to compete in an examination. Employees will then be afforded with all of the same rights and privileges of competitive class employees of New York State. While serving permanently in a NY HELPS title, employees may take part in any promotion examination for which they are qualified.

Employees appointed via the NY HELPS program are restricted for promotional appointment until their position is covered-in to the competitive class by the New York State Civil Service Commission (CSC), or they otherwise obtain permanent competitive status. The CSC has recently covered-in employees who were appointed via NY HELPS on a permanent or contingent permanent basis between June 26, 2024 and June 11, 2025. Notification to employees regarding a change in their status is forthcoming. You may wish to apply if you received a permanent NY HELPS appointment to a qualifying title within these timeframes and are interested in this opportunity. Your eligibility for promotion will be reviewed by Human Resources. Employees with a permanent NY HELPS appointment occurring effective 6/12/25 or later will be addressed with a subsequent cover-in.

NON-COMPETITIVE QUALIFICATIONS:

- Admission to the NYS bar and two years of post-licensure professional legal experience.

OTHER WAYS TO QUALIFY:

Reachable on the Department of Civil Service Eligible list for Senior Attorney.

OR

Eligible for a lateral transfer or eligible for transfer under 70.1 of the Civil Service Law by having one year of permanent competitive service in an appropriate title. To determine if your current Civil Service title is eligible for transfer to this title, visit the Career Mobility GOT-IT website.

DUTIES

- Review a wide variety of New York State instrumentality grants and negotiated contracts to ensure compliance with State statutes and advise State instrumentalities on how to clarify or amend vague or unacceptable terms.
- Advise State instrumentalities of legal implications regarding contract-related issues.
- Review and comment on the impact of proposed changes to agency and authority boilerplate contract language.
- Review and comment on the impact of proposed contract-related legislation and identify any potential issues with existing statutes.
- Work with the Office of the State Comptroller and State instrumentalities to standardize and improve the contracting process.
- Assist with projects having a divisional focus.
- Candidate must have experience working in a paperless environment and be proficient in utilizing electronic platforms to perform duties and store information regarding work product.
- Review a wide variety of agency and authority contracts, including construction, consultant, legal service, lease, financial, and technology contracts, and advise the agency or authority of any vague or unacceptable legal terms or procedural issues requiring clarification.
- Review insurance charters and construction and insurance adjuster bonds.
- Access Electronic Platforms and Review Contracts On-Line: Review and approve grant contracts, public authority contracts, and State agency contracts on separate, online platforms. Provide online notices regarding the approval or non-approval of contracts. Provide online questions or comments regarding individual contracts in order to clarify the terms of the contract. Provide online verification regarding the Unit's acceptance of State contracts with sectarian contractors.
- Ability to multi-task between reviewing and commenting on contracts and responding to incoming communications regarding contracts.
- Perform other duties as assigned.

HOURS

The agency's hours of operation are Monday through Friday, between 8:30 a.m. and 5:00 p.m. (37.5 hours/week). Scheduling determinations depend on the needs of each Bureau and will be communicated during interviews.

HOW TO APPLY

Applications must be submitted online. To apply, please click on the following link: [Senior Attorney CAU Alb 207093](#).

*Candidates from diverse backgrounds are encouraged to apply.
The OAG is an equal opportunity employer and is committed to workplace diversity.*

Posted January 12, 2026