

EMPLOYMENT ANNOUNCEMENT



TITLE: SENIOR ATTORNEY OR ASSISTANT ATTORNEY
STATUS: PERMANENT
BUREAU: CIVIL RECOVERIES
LOCATION: ALBANY
SALARY GRADE (SG): SEE BELOW

We are seeking talented and motivated staff to work 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 appointments 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:

- **Assistant Attorney 2* (PEF, SG equated to Grade 20, current starting salary \$74,193, job rate \$94,121)**
- Admission to NYS Bar.
- **Assistant Attorney 3* - (PEF, SG equated to Grade 22, current starting salary \$82,326, job rate \$104,230)**
- One year as Assistant Attorney 2 or admission to the NYS Bar and one year of subsequent professional legal experience.

- **Senior Attorney - (PEF, SG 25, current starting salary \$96,336, job rate \$121,413)**
- 12 months as an Assistant Attorney 3 or Admission to the NYS Bar and two years of subsequent satisfactory legal experience.

**If you are appointed to one of the entry levels of the Attorney Traineeship, you will normally be advanced after each twelve months of satisfactory service to the next higher title (with salary based on performance) until you reach the full performance level of a Senior Attorney.*

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

The Office of the New York State Attorney General is seeking a skilled and collaborative attorney to join our General Recoveries Unit as Senior Attorney within the Civil Recoveries Bureau in Albany. The mission of the Civil Recoveries Bureau (CVB) is to recover money owed to the state. We require a litigator with a solid foundation in legal analysis and research to handle affirmative litigation and judgment enforcement. General Recoveries Unit cases are extremely diverse and sometimes include complex and novel issues involving substantial debts owed to the state. Cases handled by the Unit include property damage claims, breach of contract cases, salary overpayments, failure to remit lottery proceeds, failure to substantiate grant funds previously awarded and enforcement of unpaid fines or penalties assessed by executive agencies, among others. Unit attorneys handle all phases of litigation including discovery, depositions, motion practice, trials and judgment enforcement. Candidates for this position should possess superior skills in legal analysis and writing and have experience handling litigation (through trial) in New York State courts.

Specific duties may include but not be limited to:

- Review and sign pleadings for the Unit's small dollar cases and work together with our Collection and Civil Prosecution Specialists.
- Proactively maintain a caseload of the Unit's large dollar cases.
- Identify responsible parties and prepare, review and revise correspondence and legal documents, such as summonses with notice, complaints, discovery demands and responses, motion papers, settlement agreements, stipulations, judgments and oversee filing and/or service of same.
- Obtain relevant documentation from state agencies and other sources; organize said documents; communicate with other state agencies, defendants and/or defense counsel regarding facts of case, relevant law, disclosure and settlements.
- Use computer databases, such as Lexis-Nexis or Westlaw, as well as various state websites, including the website for the Department of State, to conduct legal research, locate parties and assets of debtors; track and update case information on computer database(s).
- Conduct legal research on legal issues and statutory requirements as assigned.
- Negotiate settlements and monitor payment arrangements for compliance with terms of settlement agreements, stipulations, confessions of judgment, etc.
- Conduct party and non-party depositions and other pretrial activities.
- Identify, engage and work with expert witnesses to develop case/ trial strategy.
- Prepare for and conduct trials, including preparing evidence and testimony, and drafting motions in limine.
- Prepare and filing of income executions, information subpoenas, restraining notices, and other elements of CPLR Article 52 judgment enforcement.
- Review and signing of Student Recoveries Unit papers and pleadings.
- 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.

ADDITIONAL COMMENTS

For new State employees appointed to graded positions, the annual salary is the hiring rate (beginning of the Salary Range) of the position. Promotion salaries are calculated by the NYS Office of the State Comptroller (OSC) in accordance with NYS Civil Service Law, OSC Payroll rules and regulations, and negotiated union contracts.

The Office of the NYS Attorney General (OAG) cannot provide sponsorship for work authorization. Candidates need to be authorized to work in the United States to be employed by this agency. It is incumbent upon employees to maintain work authorization for the duration of their employment with the OAG.

HOW TO APPLY

In your submission, you must provide sufficient information to determine from your resume and/or cover letter that you meet the minimum qualifications stated above. To apply, please send your resume, cover letter, and a copy of your degree/transcript (if applicable) to HR.Recruitment@ag.ny.gov. Be sure to include the Vacancy #215864 and Title of the position in the subject heading of your email.

Candidates from diverse backgrounds are encouraged to apply. The OAG is an equal opportunity employer and is committed to workplace diversity. The Office of the NYS Attorney General provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify us at HR.Recruitment@ag.ny.gov or (518) 776-2500.

Posted May 11, 2026