



**Division of Social Justice**  
**Charities Bureau – New York City**  
**Assistant Attorney General**  
**Reference No. CHAR\_NYC\_AAG\_3159**

The Charities Bureau in the New York State Office of the Attorney General (OAG) is seeking an attorney with experience in corporate and real estate transactions to serve as an Assistant Attorney General in the New York City office. The Charities Bureau is a national leader in the oversight of not-for-profit organizations and represents the interests of charitable beneficiaries in a wide range of matters.

Responsibilities include representing the Attorney General in the review and approval of transactions by not-for-profit and religious corporations, including sales, leases, mergers, dissolutions, amendments to certificates of incorporation, and other transactions. The Charities Bureau has responsibility for evaluating whether the terms of transactions are fair and reasonable, proper corporate steps have been followed, and whether the transaction and use of the proceeds serves the charity's mission. Court appearances may be required on behalf of the Attorney General regarding these matters.

We are seeking candidates with at least five (5) years of transactional experience. Candidates should have a working knowledge of New York State Supreme Court civil practice. Applicants who have an interest in and familiarity with not-for-profit corporations, their missions, and the statutes governing them are preferred.

The ideal candidate, in addition, will combine advocacy, negotiation and writing skills with effective project management and interest in public service.

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 attorneys in the Office be citizens of the United States. A commitment of at least two (2) years is a condition of employment.

*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 are being received online. To apply, please click on this link: [CHAR NYC AAG 3159](#);** applicants will be taken to the online application page for this position.

Applicants must be prepared to submit a complete application consisting of the following:

- [Cover Letter](#) (You may address to Sandra Jefferson Grannum, Esq., Bureau Chief, Legal Recruitment);
- [Resume](#);
- [Writing Sample](#); and
- List of three (3) professional [references](#) with contact information and email addresses.

**Please note: Failure to submit a complete application will delay the consideration of your application.**

If you have questions regarding a position with the OAG and the application process or you need assistance with submitting your application, please contact the Legal Recruitment Bureau via email at [recruitment@ag.ny.gov](mailto:recruitment@ag.ny.gov) or phone at 212-416-8080.

For more information about the OAG, please visit our website: [www.ag.ny.gov](http://www.ag.ny.gov)