



**Division of Social Justice**  
**Charities Bureau, Trusts and Estates – NYC**  
**Section Chief**  
**Reference No. CHA/T&E\_NYC\_SC\_3400**

**Application Deadline is December 24, 2021**

The New York State Office of the Attorney General's (OAG) [Charities Bureau](#) is seeking an experienced litigator to serve as Section Chief for Trusts and Estates. The Trusts and Estates Section represents the interests of charitable beneficiaries ensuring that funds are properly used and protects the public interest in charitable gifts and bequests contained in wills and trust agreements. It also represents the interests of charitable beneficiaries in *pres* proceedings. The Section engages in affirmative civil litigation to enforce bequests and to remedy misuse of assets by executors and excessive fees received by executors and counsel.

The Section Chief manages and supervises attorneys and legal assistants in the New York City and Albany offices. The Section Chief, along with the staff attorneys, provide training, guidance and assistance to attorneys who are handling trust and estate matters in the OAG's regional offices. The Section Chief also must carry their own caseload and supervise a staff attorney who is responsible for representing the Comptroller in proceedings that involve withdrawal from the Abandoned Property Fund. The Section Chief is also responsible for drafting and editing guidance documents for and giving presentations to the public and private counsel.

Applicants should have **at least five (5) years of relevant experience** handling trust and estate matters and have familiarity with the Surrogate's Courts. The ideal candidate will have knowledge of civil litigation and settlements; the Estates, Powers and Trusts Law; the Surrogate's Court Procedures Act; and the New York Civil Practice Law and Rule. Excellent writing skills are required. Prior supervisory experience is preferred, and a commitment to public service is essential.

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 two (2) year commitment upon being hired is a condition of employment.

**The starting salary for this position is \$124,932 + \$3026 in location pay.** The final salary will be determined after a complete evaluation of the selected candidate's qualifications. We offer a comprehensive New York State benefits package, including paid leave, health, dental, vision and retirement benefits, and family-friendly policies. As an employee of the OAG, you will join a team of dedicated individuals who work to serve the people of our State.

Per Office of the Attorney General policy, confirmation of full vaccination status is a condition of employment for this position. If you are not fully vaccinated, you will be required to provide negative COVID-19 test results at a frequency determined by the agency. The agency will consider religious and reasonable accommodations. For more information, please contact [recruitment@ag.ny.gov](mailto:recruitment@ag.ny.gov).

*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 the following link: [CHA/T&E NYC SC 3400](#)

**To ensure consideration, applications must be received by close of business on December 24, 2021.**

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

- [Cover Letter](#)
  - You may address to Legal Recruitment.
  - Indicate why you are interested in this position and what makes you the best candidate.
- [Resume](#)
- [Writing Sample](#)
- **List of three (3) references**
  - Only submit professional references, supervisory references are preferred.
  - Indicate the nature and duration of your relationship to each reference.
  - Include contact information and email addresses for each reference.
  - Please note, your references will not be contacted until after you interview for the position.

**If you have questions regarding a position with the OAG and the application process or you 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 the OAG, please visit our website: [ag.ny.gov](http://ag.ny.gov)**