



Division of Social Justice
Charities Bureau, Transactions Section – New York City or Albany
Assistant Attorney General
Reference No. CHA/TS_AAG_3407

The [Charities Bureau](#) of the office of the New York State Attorney General (OAG) is seeking an experienced transactions attorney to serve as an Assistant Attorney General in its Transactions Section in either the New York City or Albany office. Pursuant to the Not-for-Profit Corporation Law, not-for-profit corporations must petition the OAG or the Supreme Court, on notice to the OAG, for approval of transactions and “life cycle” events, including disposition of property, mergers, changes in corporate purposes and dissolution. In those proceedings, the Charities Bureau is charged with protecting the beneficiaries of such corporations, the public and donors by ensuring that funds and other property are properly used in carrying out the purposes of the corporations.

Applicants should have experience handling corporate transactions and experience and familiarity with practice in New York State Courts. The ideal candidate will have knowledge of civil litigation, negotiation and settlement, the Not-for-Profit Corporation Law (N-PCL), the New York Civil Practice Law and Rules and the Internal Revenue Code provisions applicable to tax-exempt entities. Excellent writing skills are required and a commitment to public service is essential.

The Attorney will have their own caseload and will be expected to work independently under the supervision of the Transactions Section Chief and, in some matters, to work with other Bureau attorneys and the Bureau’s accountants. The Attorney will be responsible for drafting documents for the Court as well as reviewing documents submitted by petitioners and advising them of additional information and documents necessary to comply with the requirements of the N-PCL. Applicants may familiarize themselves with the work of the Bureau through the guidance documents posted at www.charitiesnys.com.

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.

OAG employees serve more than the almost 20 million state residents 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. 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.

*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/TS AAG 3407](#)

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

- [Cover Letter](#)
 - You may address to Legal Recruitment.
 - Indicate your location preference—either New York City or Albany.
 - 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 or phone at 212-416-8080.

For more information about the OAG, please visit our website: ag.ny.gov