



Executive Division

Special Counsel – New York City

Reference No. EXEC_SC_NYC

The Executive Division of the New York State Office of the Attorney General (OAG) is seeking attorneys with complex litigation experience to serve as Special Counsels in the New York City office. The Executive Division maintains the functions of the OAG including Attorney General operations such as scheduling, advance, and communications/public relations; the management and oversight of the legal divisions; the Office of the General Counsel; the Solicitor General; policy and legislation; intergovernmental affairs and community outreach; research and analytics; and the day-to-day administration of the Agency. This position will report to the First Deputy Attorney General and be located at the New York City office.

The Senior Counsel's duties and responsibilities will include but not be limited to the following:

- Work collaboratively across the legal divisions on emerging issues to develop innovative legal strategies and identify areas that are ripe for creative affirmative enforcement and litigation, including multi-state impact litigation brought by state attorneys general;
- Liaise regularly with Bureau Chiefs, managers and attorneys on active matters and provide legal and strategic support as needed; and
- Initiate, organize and coordinate complex investigations and other special projects.

Suitable candidates must possess the following qualifications:

- At least **five (5) years** of complex litigation experience, including participating in trials and/or evidentiary hearings;
- Superb legal analysis, legal writing and editing, and oral advocacy skills;
- Excellent project management, organizational, interpersonal communication, problem solving, and teamwork skills;
- Strong technological skills, including knowledge of and experience with various computer software programs and case management and electronic discovery platforms; and
- Prior non-profit, public policy and/or government experience is preferred.

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 salary range for this position is \$105,616 - \$132,775 + \$3026 in location pay. The final salary will be determined after an 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.

IMPORTANT UPDATE: 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 must be submitted online. To apply, please click on the following link: [EXEC SC NYC](#)

Please be advised that applications for this posting will be considered on a rolling basis and in light of current vacancies.

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

- [Cover Letter](#) (You may address to Legal Recruitment)
- [Resume](#)
- List of three (3) [references](#) with contact information and email addresses
- [Writing Sample](#)

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 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