



Executive Division
Office of the General Counsel – New York City
Associate General Counsel
Reference No. EXEC/OGC_AGC_NYC_3383

The Executive Division of the New York State Office of the Attorney General (OAG) is seeking an attorney with in-house counsel and government experience for an Associate General Counsel Position with the Office of the General Counsel (OGC). Experience collaborating across teams, including with human resources, reviewing contracts, and compliance are also desired.

The Executive Division maintains the functions of the OAG and, in addition to the OGC, includes the Senior Leadership Team, Chief Deputy Attorneys General (CDAGs), the Solicitor General, and the directors of Communications, Intergovernmental Affairs, Legislative Affairs, and Research & Analytics. The Executive Division's responsibilities include policy development, public relations, community outreach, research and analytics, drafting proposed legislation, monitoring legislation that affects the OAG, and the day-to-day administration of the Office.

The selected candidate will work for the OGC. As the in-house counsel to the Attorney General and the OAG, the OGC works collaboratively across all divisions to provide guidance and develop legal strategies and responses; draft, interpret and implement OAG policies and procedures; identify potential litigation/policy issues or strategies; implement compliance and supervise ethical determinations; interact with other governmental and legal entities; and handle employee and other confidential matters as required. This position will report directly to the General Counsel and is located in the New York City Office.

Responsibilities will include, but not be limited to the following:

- Assisting with administrative proceedings and responding to subpoenas;
- Consulting and collaborating with internal and external stakeholders to enhance the OAG's ability to execute legal and legislative initiatives that address critical issues facing New York State and its residents;
- Assisting in employment and labor law matters;
- Assisting in developing best policies and practices for the OAG;
- Collaborating with senior staff on internal administrative changes, affirmative litigation, and legislative and policy initiatives;
- Attending (or virtually participating in) meetings on behalf of the General Counsel and the OAG;
- Reviewing and/or drafting contracts, procurement documents, agreements, and other written agency materials;
- Researching and interpreting statutes, rules, regulations, and case law; and
- Reviewing the work of other OAG employees, including the Freedom of Information Law officer.

Applicants should have a **minimum of three (3) years of relevant post-graduate legal experience**. Excellent organizational, writing, legal research and analytical skills are 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.

OAG employees serve more than 19 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: [EXEC/OGC AGC NYC 3383](#)

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

- [Cover Letter](#)
 - You may address to Legal Recruitment.
 - Indicate why are interested in this position and what makes you the best candidate.
- [Resume](#)
- [Law school transcript](#), if less than five (5) years post-graduate (*unofficial is acceptable*)
- [Writing Sample](#)
- **List of three (3) references**
 - Only submit professional references.
 - Indicate the nature and duration of your relationship to each reference.
 - Include contact information and email addresses for each reference.

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 via email at recruitment@ag.ny.gov or phone at 212-416-8080.

For more information on our Office, please visit our website: www.ag.ny.gov.