



Executive Division

Senior Advisor & Special Counsel – New York City

Reference No. EXEC_SA/SPC_NYC_3141

The Executive Division of the New York State Office of the Attorney General (OAG) is seeking an attorney to serve as a Special Counsel in the New York City office. The Executive Division maintains the functions of the OAG and includes the Senior Staff, Executive Deputy Attorneys General (EDAGs), the Solicitor General, Counsel's Office, Executive Counsel, and the directors of Communication, Intergovernmental Affairs, Legislative, and Research & Analytics. The Executive Division has several major responsibilities including policy development, public relations, community outreach, research and analytics, drafting proposed legislation, monitoring legislation that affects the OAG, and day to day office administration.

The selected candidate will work collaboratively across divisions and issue areas to develop legal strategies, innovative pilot programs, identify enforcement campaigns, and promote public policy initiatives that relate to OAG's priorities. This position will report to the Chief of Staff.

Responsibilities will include, but not be limited to:

- Identification of areas ripe for creative affirmative enforcement and litigation, including multi-state impact litigation brought by state attorneys general;
- Researching and tracking public policy trends across NY State and the country on key issues and collaborating with staff across OAG bureaus to formulate innovative legal, policy, funding and legislative solutions;
- Researching issues of state and federal law, and participating in and/or leading investigation or litigation teams in OAG's criminal or civil divisions; and
- Devising non-litigation strategies, and consulting and collaborating with external stakeholders and opinion leaders, in order to address critical issues facing New York State and its residents.

Applicants should have a **minimum of five (5) years of litigation/legal experience, as well as at least three (3) years policy/government experience.** Excellent organizational, writing, legal research and critical analytical skills are essential. Experience utilizing and presenting data in a public policy or litigation context is a plus.

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 OAG must be citizens of the United States. A two (2) year commitment upon being hired 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: [EXEC SA/SPC NYC 3141](#); 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 or phone at 212-416-8080.

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