



Executive Division – Legislative Affairs

Legislative Counsel – Albany

EXEC/LEG_AAG_ALB_3129

Legislative Affairs of the Executive Division in The New York State Office of the Attorney General (OAG) is seeking candidates to fill the position of Legislative Counsel. The Legislative Counsel will report to the Director of Legislative Affairs and will assist in the development and advancement of the NYAG's legislative initiatives, including drafting legislation. The Legislative Counsel will also represent the office in legislative and budget negotiations. This position is located in Albany.

Specific duties will include but not be limited to:

- Research state legislative issues and draft legislation;
- Meet with stakeholders, state legislators, and state agency staff on proposed or pending legislation;
- Actively monitor the legislative environment for issues that may impact the NYAG;
- Monitor judicial and regulatory developments for possible impact on state laws or pending legislation;
- Represent the office in legislative and budget negotiations and monitor budget developments;
- Work long hours, nights and weekends, as necessary, particularly during the legislative session; and
- Distill and communicate complex legal and legislative information quickly and manage multiple projects simultaneously.

Education/Experience Required:

- J.D. degree from an ABA-accredited law school;
- Admission to the NYS Bar (or pending admission);
- At least 2 years of experience in bill drafting and legislative or government relations experience preferred; and
- Excellent communication skills – oral and written, as well as analytical and organizational skills.

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 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/LEG AAG ALB 3129](#); 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](#)
- List of three (3) [references](#) with contact information and email addresses
- Law school [transcript](#) if less than five (5) years post-graduate (unofficial is acceptable)
- [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 the Legal Recruitment Bureau via email at recruitment@ag.ny.gov or phone at 212-416-8080.

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