



Division of Economic Justice

Real Estate Finance Bureau

Assistant Attorney General/Transactional Review Attorney- New York City

Reference No. REF_NYC_TRA/AAG_3124

The New York State Office of the Attorney General is seeking an attorney with experience in real estate or other commercial transactions to serve as a review attorney in the [Real Estate Finance Bureau \(REF\)](#). REF is charged with the enforcement of Article 23-A of the New York General Business Law (the “Martin Act”) and governing regulations that relate to real estate securities, including syndications and cooperative interests in realty such as cooperatives, condominiums, timeshares, and homeowner associations. Review attorneys are charged with protecting the public through ensuring that all submissions to the office apprise purchasers of all material information. Review Attorneys will also have opportunities to assist in developing policies and regulations to protect the public.

Applicants must have at least (3) years of post-admission real estate or other commercial transactional experience. Prior experience with offering plans and real estate closings is preferred. Applicants must also have the ability to work in a highly structured and fast-paced environment and be able to meet rigorous statutory deadlines. Background with specific areas such as corporate law, real estate investments, and affordable housing is also strongly preferred.

Duties include, but are not limited to:

- Reviewing large docket of offering plans and amendments, including complex conversion plans for occupied buildings and affordable housing offerings;
- Reviewing exemption applications for out of state offerings and homeowners association offerings;
- Assisting senior staff on policy and legislative initiatives; and
- Coordinating with enforcement attorneys on investigations involving review matters.

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.

*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: [REF NYC TRA/AAG 3124](#); 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;
- [Writing Sample](#); and
- [Transcript](#) (if less than five (5) years post-graduate from law school).

Please note: Failure to submit a complete application will delay the consideration of your application.

If you have questions about 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.