



Division of State Counsel
Civil Recoveries Bureau - Syracuse IFR Unit
Section Chief/Assistant Attorney General
Reference No. CRB/IFRU_SYR_AAG/SC_2015

The Office of the New York State Attorney General's (OAG) [Civil Recoveries Bureau](#) is seeking an attorney to serve as the section chief of the Income Fund Reimbursement (IFR) Unit in Syracuse, New York. The IFR Unit recovers money owed for the cost of patient care at the SUNY Upstate Medical University.

The IFR Unit consists of the section chief, a line attorney, a collections supervisor, five collection specialists and five support staff. The unit is responsible for a large number of hospital accounts and has frequent interaction with the hospital finance and executive staff. Legal work consists of litigation of patient accounts to judgment, including motion practice and judgment enforcement, as well as pursuing claims against estates and bankruptcy claims.

Candidates must be admitted to the practice of law in New York State and reside in (or intend to soon become a resident of) New York State. Candidates should have at least five (5) years of general civil litigation experience. Judgment enforcement and/or estate practice experience is a plus. Bankruptcy experience and knowledge of Medicaid and Medicare regulations would be helpful. Supervisory experience is also a plus.

*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 visit our website by clicking [here](#). 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**
- **Most recent transcript (unofficial is acceptable)**

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.