



Executive Division
Special Counsel – New York City
Reference No. EXEC_NYC_SPC_2015

The Executive Division of the Office of the New York State 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 above 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 research and analytics, policy development, public relations, community outreach, drafting proposed legislation, monitoring legislation that affects the OAG, and day to day office administration.

The selected candidate will work collaboratively across divisions to develop innovative pilot programs, identify enforcement campaigns, and promote public policy initiatives that relate to affordable housing, community preservation, mortgage servicing and blight remediation across New York State. This position will report to the Director of Community Impact and Innovation.

Responsibilities will include, but not be limited to:

- Identification of areas ripe for creative affirmative enforcement and litigation that addresses community revitalization and blight remediation;
- Researching and tracking of trends across NY State that place affordable housing and community investments at risk and collaborating with staff across OAG bureaus to formulate innovative policy, funding and legislative solutions;
- Identification of thematic market factors that place homeowners, tenants and community partners at risk due to disinvestment and predatory practices;
- Building relationships with and creating opportunities for information sharing among corporation counsels at the municipal level across NY State and advising on best practices in the policy and enforcement spaces ; and
- Consulting and collaborating with external stakeholders and opinion leaders, in order to enhance local municipalities' abilities to execute legal and legislative initiatives that address blight and community revitalization initiatives.

Applicants should have **a minimum of two (2) years of litigation experience**. Excellent organizational, writing, legal research and critical analytical skills are essential. Experience in housing and/or

community revitalization policy and litigation, the technology sector and/or civic engagement space is preferred but not required. In addition, the applicant must demonstrate a commitment to public service.

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.

*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 careers website: <http://www.ag.ny.gov/job-postings>.

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**;
- **Law school transcript, if less than five (5) years post-graduate** (*unofficial is acceptable*);
- **Writing Sample**;
- **List of three (3) 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.