



Division of Economic Justice

Real Estate Finance Bureau - Assistant Attorney General - New York City

Reference No. REF_NYC_AAG_3013

The Office of the New York State Attorney General is seeking an attorney with experience in real estate transactions to serve as a review attorney for 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, homeowner associations, and syndications.

The ideal candidate will have background in real estate transactions, as well as an understanding of the Martin Act and governing regulations. Prior experience with offering plans and real estate closings required. Candidate must 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 timeshares are also strongly preferred. The ideal candidate will also have between two (2) and five (5) years of post-admission experience.

Duties include, but are not limited to:

- Reviewing large docket of offering plans and amendments, including complex conversion plans for occupied buildings and timeshare offerings;
- Reviewing no-action letters and exemption applications for timeshare 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 visit our 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;** and
- **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.