



Division of State Counsel
Litigation Bureau – Deputy Bureau Chief - New York City
Reference No. LIT_DBC_NYC_3002

The Office of the New York State Attorney General is seeking an experienced litigator and manager to serve as the Deputy Bureau Chief responsible for oversight and management of the Law Enforcement Group within the New York City Litigation Bureau. Generally, a Deputy Bureau Chief assists the head of the Litigation Bureau and the Bureau's other Deputy Chiefs and Section Chiefs in the management and supervision of the Litigation Bureau's extensive federal and state court litigation docket and serves as lead attorney on, or otherwise closely oversees, cases in litigation that are of heightened importance to the State of New York. The Law Enforcement Group primarily represents the Department of Corrections and Community Supervision, Division of Criminal Justice Services, Division of State Police and the Office of Victims Services. As head of the Law Enforcement Group, the Deputy Bureau Chief would be supervising approximately twenty-five (25) attorneys and ten (10) support staff members.

Responsibilities of the position include review and assignment of incoming litigation matters, including emergencies; direction of or assistance in litigation of complex matters; preparation and/or editing of briefs and motion papers in a variety of matters; appearances in court; regular provision of advice, training, support and supervision to attorneys and support staff within the Bureau; service as a liaison with other bureaus within the Department of Law and with other state agencies; evaluating proposed settlements; and other duties, as assigned.

Suitable candidates must possess superior skills in legal analysis, legal writing and editing; should have more than ten (10) years of litigation experience in both federal and state courts, including trials and the handling of complex litigation matters; should enjoy working within and assisting a large group of lawyers and support staff; and have at least five (5) years of supervisory experience.

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 no later than January 25th, 2016. To apply, please visit our careers website: 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**
- **List of three (3) references with contact information and email addresses**
- **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