



Division of State Counsel

Litigation Bureau – Assistant Attorney General/Section Chief - New York City

Reference No. LIT_SC/NYC_3025

The Litigation Bureau in the Office of the New York State Attorney General (OAG) is seeking an experienced litigator and manager to serve as Section Chief for the section that represents the Department of Mental Hygiene, including the Office of Mental Health, the Office For People With Developmental Disabilities, and the Office of Alcoholism and Substance Abuse Services. The Section is staffed with eleven (11) attorneys and three (3) support staff.

The Section handles a wide range of matters for its client agencies in state and federal court, including complex federal cases, employment discrimination cases, civil rights cases, Article 78 proceedings and mental hygiene proceedings. Responsibilities of the position include: review and assignment of incoming litigation matters, preparation and/or editing of briefs and motion papers, supervision of the Section's weekly Mental Health trial calendar, trial work and trial supervision, regular provision of advice, training, support and supervision to attorneys and support staff within the Section and evaluating proposed settlements; and other duties, as may be assigned.

Suitable candidates must possess superior skills in legal analysis, legal writing and editing; should have more than **seven (7) years** of litigation experience in state and federal court, including trials and the handling of complex litigation matters. Experience as a manager and in handling §1983 litigation is preferred.

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 and must be submitted by March 4, 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