



## Division of Social Justice

### Charities Bureau – Assistant Attorney General – New York City

Reference No. **CHA\_AAG/TR\_NYC\_3027**

The [Charities Bureau](#) in the Office of the New York State Attorney General (OAG) is seeking a civil litigation and transactional attorney to serve as an Assistant Attorney General in the New York City office. The Charities Bureau is a national leader in the oversight of not-for-profit organizations and represents the interests of charitable beneficiaries in a wide range of matters.

Responsibilities include representing the Attorney General in the review and approval of transactions by not-for-profit organizations, including sales, leases, mergers, dissolutions and other transactions involving the assets of such organizations, and appearing on behalf of the Attorney General in court proceedings relating to those transactions.

We are seeking candidates with at **least five (5) years** of civil litigation and/or not-for-profit transactional experience. Candidates should have a working knowledge of New York State Supreme Court civil practice and some experience handling contested court proceedings. Applicants who have familiarity with not-for-profit corporations and the statutes governing them are 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.** To apply, please visit our careers website: [ag.ny.gov/job-postings](https://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](mailto:recruitment@ag.ny.gov) or phone at 212-416-8080

For more information about the OAG, please visit our website: [www.ag.ny.gov](https://www.ag.ny.gov)