



Division of State Counsel

Civil Recoveries Bureau

Assistant Attorney General – SUNY Upstate Medical University IFR Unit – Syracuse

Reference No. **CVRB/IFR_UMU_AAG_3028**

The Office of the New York State Attorney General's Office (OAG) [Civil Recoveries Bureau](#) is seeking an attorney to serve in the Syracuse IFR Unit. This unit recovers money owed for the cost of patient care at SUNY Upstate Medical University.

The IFR Unit is responsible for a large number of hospital accounts and has frequent interactions with the hospital patient accounts staff. Legal work consists of litigation of patient accounts to judgment, including motion practice and judgment enforcement, as well as pursuing claims against estates, hospital liens and bankruptcy claims.

Candidates should have **at least two (2) years of general civil litigation experience**. Judgment enforcement and/or estate practice experience is a plus. Bankruptcy experience and knowledge of Medicaid and Medicare regulations is also a plus.

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.

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**
- **Most recent school transcript, if less than five (5) years post-graduate**
- **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