



**Division of State Counsel
Claims Bureau - Albany
Bureau Chief/Deputy Bureau Chief
Reference No. CLA_ALB_BC/DBC_3037**

**Internal
Applicants Only**

The Office of the New York State Attorney General (OAG) is seeking an experienced attorney to lead its Claims Bureau in Albany. In addition, depending on the applicant pool and funding, the Office may be in a position to hire a Deputy Bureau Chief as well as a Bureau Chief. All applicants will be considered for each position.

The Bureau handles matters on behalf of the State before the Court of Claims as well as matters in Supreme Court. The Bureau is comprised of three practice sections: Torts, Contracts, and Contract Approval. The Bureau Chief supervises section chiefs, attorneys, and support staff to ensure excellent representation of the State and its officers. The Bureau Chief is responsible for developing strategic plans and initiatives for the Bureau and the Division of State Counsel. The Bureau Chief and/or the Deputy Bureau Chief will be responsible for advising attorneys of noteworthy cases and decisions, as well as legal developments affecting the work of the Bureau. The Bureau Chief reports to the Deputy Attorney General of the Division of State Counsel in Albany. The Bureau currently comprises eighteen (18) attorneys, six (6) legal assistants, and nine (9) support staff.

The Bureau Chief also has a supportive supervisory role with respect to Claims attorneys in the Buffalo, Binghamton, Rochester, Syracuse and Utica Regional Offices. Included within this regional role, the Bureau Chief and/or the Deputy Bureau Chief, in conjunction with the Executive Deputy Attorney General for the Regional Offices, is responsible for conducting periodic case reviews, reviewing litigation strategy, and resolving issues arising in the course of litigation.

Strong preference will be given to applicants with **ten (10) years** of litigation experience including trial experience, significant experience before the Court of Claims, strong supervisory and management experience, excellent writing skills, and a demonstrated commitment to public service.

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 from internal applicants only. *Applications must be received by May 2, 2016 to ensure consideration.*

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 ; and
- Provide two (2) writing samples - please combine and upload these as one document using the field provided.

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.