



Division of State Counsel

Litigation Bureau - Assistant Attorney General - New York City

Reference No. LIT_SC/LEG_NYC_3053

[The Litigation Bureau](#) in the Office of the New York State Attorney General (OAG) is seeking an experienced litigator and manager to serve as a Section Chief in the Law Enforcement Group located in New York City. The Law Enforcement Group (LEG) primarily represents the Department of Corrections and Community Services, Division of Criminal Justice Services, Division of State Police and the Office of Victims Services. The Law Enforcement Group is comprised of three (3) sections and is staffed by twenty-two (22) attorneys and eight (8) support staff members who are assigned to one of the three (3) sections.

Responsibilities of the position include: review and assignment of incoming LEG Section litigation matters, preparation and/or editing of briefs and motion papers assigned to the LEG Section, LEG Section trial work and trial supervision, regular provision of advice, training, support and supervision to attorneys and support staff within the LEG Section, evaluating proposed LEG Section 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; and have at least (4) years of supervisory experience. Experience 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 August 5th, 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