



**Division of State Counsel  
Litigation Bureau - Albany  
Deputy Bureau Chief  
Reference No. LIT\_ALB\_DBC\_3024**

The Office of the New York State Attorney General (OAG) is seeking a candidate for the Deputy Bureau Chief position in the Albany Litigation Bureau. The Deputy Bureau Chief assists the head of the Litigation Bureau, as well as the Bureau's Section Chiefs and Deputy Section Chiefs, in the management and supervision of the Bureau's extensive federal and state court litigation docket and serves as lead attorney on, or otherwise closely oversees, cases in litigation that are of heightened importance to the State of New York. The Albany Litigation Bureau's approximately thirty-five (35) attorneys represent the State in public law litigation arising in myriad areas of governmental regulation. The Deputy Bureau Chief provides oversight of litigation affecting some or all of the following governmental areas: education, insurance and taxation, health law, mental health and mental disability law, corrections, social welfare law, housing law, and employment/civil rights laws affecting State agencies.

Responsibilities of the position include oversight of specialized federal court inmate litigation section, review and assignment of incoming litigation matters, including emergencies; direction of, or assistance with, litigation of complex matters; preparation and/or editing of briefs and motion papers in a variety of matters; making appearances in court; addressing personnel issues; providing advice, training, support and supervision to attorneys and support staff within the Bureau; and serving as a liaison with other bureaus within the Office of the Attorney General and with other state agencies.

Suitable candidates must possess superior writing, analytical, organizational and management skills; should have a **minimum of ten (10) years** of litigation experience in both federal and New York state courts, including the handling of complex litigation matters, and **three (3) years** of litigation supervisory experience.

Attorneys in the Office 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 no later than November 14<sup>th</sup>, 2016 to ensure consideration.** To apply, please click on this link: [\*\*LIT ALB DBC 3024\*\*](#); applicants will be taken to the online application page for this position.

Applicants must be prepared to submit a complete application consisting of the following:

- **Cover Letter** (*Please address to Sandra Jefferson Grannum, Esq., Bureau Chief, Legal Recruitment*)
- **Resume**
- **List of three (3) references with contact information and email addresses**
- **Provide two (2) writing samples; please 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 about a position with the OAG, the application process or 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](http://www.ag.ny.gov).**