



# Legal Recruitment

**Division of State Counsel  
Adult Survivors Act Unit  
Project Attorney (24-Month Term Position)  
Reference No. ASA\_PA\_3651**

**Application Deadline is March 8, 2024**

**Multiple Positions Available in Albany, Buffalo, New York City, Poughkeepsie, Rochester, and Westchester**

**Applicants Must Have Immediate Availability**

The Office of the New York State Attorney General is hiring a team of skilled Project Attorneys who have civil and/or criminal trial experience to join its [Adult Survivors Act](#) (ASA) Unit. The selected attorneys will be hired as Project Attorneys for a 24-month term with the possibility to extend for an additional 12 months. The Project Attorneys will ensure ASA claims made against the State of New York are properly litigated and defended in the Court of Claims. While the Project Attorneys will be assigned to handle cases in a specific region, they will work collaboratively as a statewide team to develop and apply consistent litigation strategies to facilitate the efficient and effective defense of these claims.

Project Attorney responsibilities will include, but are not limited to, handling all phases of litigation from inception through trial, including drafting pleadings and papers; motion practice (including analysis, research, drafting, and oral arguments); the full range of discovery (including interrogatories, paper/electronic document discovery, and taking and defending depositions); selecting and working with expert witnesses; negotiating settlements; trial preparation; and representing the State of New York at mediation and trial.

**Applicants must have at least three (3) years of post-graduate legal experience that includes civil and/or criminal trial experience.** Applicants must be prepared to engage in handling the defense of tort actions, from commencement through discovery, motions, trial, and disposition. Strong legal research,



### OAG Employment Opportunities

Please click one of the buttons below to view the jobs that are available for the indicated position type.

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**Investigators**

**Other Professional & Legal Support Positions**

**Law Students**

**Undergraduate & Graduate Students**

**Fellowship & Volunteer Attorney Opportunities**

writing, analysis, negotiation, oral advocacy, and organizational skills are also required. Experience defending or prosecuting sexual assault cases, in a civil or criminal context, is 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 OAG attorneys be citizens of the United States. A commitment to complete a two (2) year term is a condition of employment.

As an employee of the OAG, you will join a team of dedicated individuals who work to serve the people of our State through a wide variety of occupations. To learn more about OAG attorney compensation, please visit the following page: [https://ag.ny.gov/sites/default/files/assistant\\_attorney\\_general\\_compensation.pdf](https://ag.ny.gov/sites/default/files/assistant_attorney_general_compensation.pdf). We offer a comprehensive New York State benefits package, including paid leave, health, dental, vision and retirement benefits, and family-friendly policies. Additionally, the OAG offers a robust Workplace Flexibilities Program with multiple options for employees, including telecommuting (up to two days per week) and alternative work schedules.

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 must be submitted online.** To apply, please click on the following link: [ASA PA 3651](#)

**To ensure consideration, applications must be received by close of business on March 8, 2024.**

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

- **Cover Letter**
  - You may address your letter to the Legal Recruitment Unit.
  - Please indicate your location preference: Albany, Buffalo, New York City, Poughkeepsie, Rochester, or Westchester.
  - Indicate why you are interested in a position with the ASA Unit and what makes you a strong candidate.
- **Resume**
- **Legal Writing Sample**
- **List of three (3) references**
  - Only submit professional references, supervisory references are preferred.
  - Indicate the nature and duration of your relationship to each reference.
  - Include contact information and email addresses for each reference.

- Please note that your references will not be contacted until after you interview for the position.

**If you have questions regarding a position with the OAG and the application process or need assistance with submitting your application, please contact Legal Recruitment 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: [ag.ny.gov](http://ag.ny.gov)**

