

Legal Recruitment

**Division of State Counsel
Litigation Bureau - New York City
Health and Human Services Practice Group
Section Chief – Public Health Agencies Section
Reference No. LIT/HHSPG_NYC_SC_3682**

Application Deadline is May 10, 2024

The [Litigation Bureau](#) in the Office of the New York State Attorney General (OAG) is seeking an experienced litigator and manager to serve in the New York City office as **Section Chief** of the Public Health Agencies Section (Section A) within the Health and Human Services Practice Group (HHSPG).

The Litigation Bureau defends the State of New York and its agencies and officials in federal and state courts. The Bureau's cases are often high profile, frequently present complex questions of constitutional law and statutory interpretation, and generally have significant policy and financial implications for the State. The Bureau, one of the largest within the OAG, offers a diverse and stimulating practice with attorneys handling all phases of litigation from inception through trial.

The Public Health Agencies Section primarily represents the New York State Department of Health, Office of the Medicaid Inspector General, Office of Professional Medical Conduct, and the New York State Education Department's Office of Professional Discipline. The Section's attorneys are generalists who handle a wide variety of cases and substantive issues including a wide variety of state and federal court actions involving, among other things, State public health law requirements and regulations, the regulation of Medicaid health care providers, disciplinary proceedings against physicians and other medical professionals for misconduct, and employment and civil rights issues. The Section's cases present a myriad of questions on constitutional law and statutory/regulatory interpretation, including matters of first impression, and



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generally have significant financial and policy implications for the State. This role offers a unique balance of both independent and collaborative work, wherein attorneys generally manage their own cases, including development of case strategy and drafting briefs and making arguments, while at the same time being supported by a team of litigators that prioritizes cooperation, professional development, and teamwork.

Candidates from diverse backgrounds are encouraged to apply. The OAG is an equal opportunity employer and is committed to workplace diversity.

The Section Chief will report to the Deputy Bureau Chief overseeing the HHSPG and work closely with the Bureau Chief.

Among other assigned tasks, the Section Chief's duties and responsibilities will include:

- Managing the Section's extensive federal and state court litigation docket;
- Supervising a Deputy Section Chief, approximately five (5) attorneys, and a support staff member;
- Serving as lead attorney on, or otherwise closely overseeing, the Section's cases;
- Supervising or serving as lead attorney or second seat in hearings and trials;
- Reviewing and assigning incoming litigation matters, including emergency applications for judicial relief;
- Drafting and/or editing pleadings, briefs, and other motion papers;
- Evaluating proposed settlements; and
- Regularly providing advice, training, and support to the Section's attorneys and support staff.



Suitable candidates must possess the following minimum qualifications:

- At least **eight (8) years** of post-graduate civil litigation experience in federal and New York state courts;
- Excellent legal analysis, legal writing and editing, and oral advocacy skills;
- Strong organizational, interpersonal communication, problem solving, and teamwork skills;
- Comfort with and proficiency using technology to complete legal work, including knowledge of and experience with various computer software programs and case management and electronic discovery platforms; and
- Prior experience supervising and/or mentoring attorneys and support staff 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. Prior admission, or eligibility for admission, to the United States District Courts for the Southern and Eastern Districts of New York is also required for this position. In addition, the Public Officers Law requires that OAG attorneys be citizens of the United States. A two-year commitment upon being hired is a condition of employment.

The salary range for this position is \$151,487 - \$173,368 + \$3,400 in location pay. 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. 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.

How To Apply

Applications must be submitted online. To apply, please click on the following link: [LIT/HHSPG NYC SC 3682](#)

To ensure consideration, applications must be received by close of business on May 10, 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.
 - Indicate the position title and reference number (e.g., Section Chief, LIT/HHSPG_NYC_SC_3682).
 - Indicate why you are interested in this position and what makes you a strong candidate.
- **Resume**
- **Legal Writing Samples**
 - Please provide at least two writing samples (trial court memoranda of law are preferred) that you believe best demonstrate your legal writing and analytical abilities.
 - Please upload these as one document in the field that is provided.
- **List of three (3) references**

- Only submit professional references, supervisory references are preferred.
- For each reference, indicate the nature and duration of your relationship.
- 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 or phone at 212-416-8080.

For more information about the OAG, please visit our website: ag.ny.gov.

