



# Legal Recruitment

**Division of State Counsel  
Litigation Bureau - New York City  
Administrative & Regulatory Services Practice Group  
Assistant Attorney General  
Reference No. LIT/ARSPG\_NYC\_AAG\_3693**

**Application Deadline is July 12, 2024**

The **Administrative and Regulatory Services Practice Group (ARSPG)** of the [Litigation Bureau](#) in the Office of the New York State Attorney General (OAG) is seeking an experienced litigator to serve in the New York City office.

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. **This position provides an excellent opportunity for both experienced and newer attorneys to continue developing their litigation and trial skills.**

The ARSPG is comprised of three (3) Sections that primarily represent and defend the following agencies, as well as their officials and employees:

- the State's commercial and transportation agencies, including the Department of Taxation and Finance, Department of Financial Services, Department of State, Office of Cannabis Management, State Insurance Fund, State Gaming Commission, State Liquor Authority, Department of Transportation, Department of Motor Vehicles, and Thruway Authority;
- the State's judicial, environmental, and labor agencies, including the Unified Court System and its related entities (e.g., the Office of Court Administration, Attorney Disciplinary Committees, Board of Law Examiners, and Commission on Judicial Conduct), Department of Civil



## OAG Employment Opportunities

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

**Attorneys**

**Investigators**

**Other Professional & Legal Support Positions**

**Law Students**

**Undergraduate & Graduate Students**

**Fellowship & Volunteer Attorney Opportunities**

- Service, Department of Environmental Conservation, Department of Labor, Division of Homes and Community Renewal, Division of Human Rights, Hudson River Park Trust, Office of Parks, Recreation and Historic Preservation, and Workers Compensation Board; and
- the State's educational agencies, including the State Education Department, Board of Regents, City University of New York, State University of New York, Higher Education Services Corporation, and Teachers' Retirement System.

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

ARSPG attorneys handle a wide variety of federal and state court civil actions on behalf of these clients involving constitutional, civil rights, employment discrimination, rent stabilization, taxation, finance, insurance law, education law, and regulatory and administrative law issues. ARSPG attorneys also work on a number of class actions and complex litigations concerning challenges to important governmental programs in these areas.



Attorneys are assigned to a Section within the ARSPG, and each Section is led by a Section Chief and a Deputy Section Chief. This structure affords ARSPG attorneys with significant access to and support from supervising attorneys, as well as opportunities for collaboration with peer attorneys, all while independently defending complex cases in federal and state court. In addition, ARSPG attorneys at all levels of seniority participate in all phases of litigation from inception to trial and frequently appear in court. 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.

**Suitable candidates must possess the following minimum qualifications:**

- At least **three (3) 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 complex litigation and trial experience are preferred, but not required.

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.

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 Assistant Attorney General 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.

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## How To Apply

**Applications must be submitted online.** To apply, please click on the following link: [LIT/ARSPG NYC AAG 3693](#)

**To ensure consideration, applications must be received by close of business on July 12, 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., Assistant Attorney General, LIT/ARSPG\_NYC\_AAG\_3693).
  - Indicate why you are interested in this position and what makes you a strong candidate. You may wish to include information about what life experiences you will bring to the position that will enhance the OAG's ability to better serve the diverse population of this state.
- **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](mailto:recruitment@ag.ny.gov) or phone at 212-416-8080.**

