



# Legal Recruitment

**Division of State Counsel  
Claims Bureau – New York City  
Bureau Chief  
Reference No. CLA\_NYC\_BC\_3697**

**Application Deadline is July 19, 2024**

The Office of the New York State Attorney General (OAG) is seeking an experienced attorney to lead its [Claims Bureau](#) in New York City.

The Claims Bureau defends the State of New York, certain public authorities, and State employee and officers in tort, medical malpractice, certain breach of contract matters (except arising from construction contracts), and unjust conviction and imprisonment under Court of Claims Act § 8-b. The Bureau is comprised of two practice sections: Torts and Medical Malpractice. The Torts Section defends personal injury, highway design, labor law, property damage, contract, employment, and unjust conviction claims. The majority of the claims in the Medical Malpractice Section involve patient care at State hospitals. The Bureau represents the State in claims venued in the Court of Claims NYC District, which comprises claims arising within Bronx, Kings, New York, Queens, and Richmond counties. The Bureau's tort attorneys appear in State supreme court and civil court in tort actions venued in Bronx, Kings, New York, Queens, and Richmond counties. The Bureau's medical malpractice attorneys appear in State supreme court actions venued in Bronx, Kings, New York, Queens, Richmond, Nassau, and Suffolk counties. The Bureau is staffed with 52 employees.

The Bureau's management team is comprised of the Bureau Chief, a Deputy Bureau Chief, and two Section Chiefs. The Bureau Chief's responsibilities include supervising and providing advice, training, and support to attorneys and support staff within the Bureau; liaising with other bureaus within the OAG and other state agencies; evaluating proposed settlements; and developing strategic



### OAG Employment Opportunities

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**Investigators**

**Other Professional & Legal Support Positions**

**Law Students**

**Undergraduate & Graduate Students**

**Fellowship & Volunteer Attorney Opportunities**

plans and initiatives for the Bureau. The Bureau Chief also has a supportive supervisory role with respect to Claims attorneys in Regional Offices. Included within this regional role, the Bureau Chief is responsible for conducting periodic case reviews, reviewing litigation strategy, and resolving issues arising in the course of litigation. The Bureau Chief reports to the Deputy Attorney General for State Counsel.

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

#### Qualifications:

- Applicants must have a **minimum of ten (10) years of civil litigation experience** in federal and state court, including the Court of Claims;
- Ability to handle all phases of investigations and litigation from commencement through trial;
- Ability to directly supervise a large defense docket from case assignment through trial;
- Prior experience supervising attorneys and support staff;
- Strong writing, analytical, organizational, advocacy, and negotiation skills;
- Excellent interpersonal and relationship management skills;
- Prior experience interfacing with governmental agencies and officials is preferred; and a
- Demonstrated commitment to public service.



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.

**The annual salary for this position is \$195,128 + \$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 by email.** To apply, please submit your complete application, including each of the items identified below, to [recruitment@ag.ny.gov](mailto:recruitment@ag.ny.gov). Applicants must indicate both the position title and

reference number (Bureau Chief, CLA\_NYC\_BC\_3697) in the email subject line and in their cover letter.

**To ensure consideration, applications must be received by close of business on July 19, 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.
  - Include the position title and reference number (Bureau Chief, CLA\_NYC\_BC\_3697).
  - 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 Office's ability to better serve the diverse population of this state.
- **Resume**
- **Legal Writing Sample**
- **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.**

**For more information about the OAG, please visit our website: [ag.ny.gov](http://ag.ny.gov)**



