

# Legal Recruitment

**Division of State Counsel  
Litigation Bureau – New York City  
Deputy Bureau Chief, Law Enforcement Practice  
Group  
Reference No. LIT/LEPG\_NYC\_DBC\_3719**

**Application Deadline is October 4, 2024**

The Office of the New York State Attorney General (OAG) is seeking an experienced litigator and manager to serve as **Deputy Bureau Chief** of the Law Enforcement Practice Group (LEPG) in the [Litigation Bureau](#) (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.

The Deputy Bureau Chief will be responsible for management and supervision of the LEPG's extensive federal and state court litigation docket. The Practice Group is comprised of three (3) Sections of managers, attorneys, and support staff that principally represent and defend the State's public safety agencies—including, among others, the Department of Corrections and Community Supervision, State Police, Division of Criminal Justice Services, Division of Homeland Security and Emergency Services, and Division of Military and Naval Affairs—in federal and state court actions involving a wide variety of cases and substantive issues such as constitutional challenges to statutes enforced or regulations promulgated by their client agencies; labor and employment litigation emanating from their client agencies' role as employers; challenges to administrative decisions and determinations made by their



## OAG Employment Opportunities

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**Fellowship & Volunteer  
Attorney Opportunities**

client agencies under state law; and civil rights litigation, such as First Amendment retaliation, Fourth Amendment excessive force or Fourteenth Amendment due process claims, generated from their client agencies' core functions. The LEPG also handles a number of class actions and complex litigations concerning challenges to important governmental programs and policies in the corrections and criminal justice fields.

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

The Deputy Bureau Chief will report to the Bureau Chief, and work closely with the Practice Group's Section Chiefs and Deputy Section Chiefs in supervising the work of approximately twenty-eight (28) attorneys and support staff.

**Among other assigned tasks, the Deputy Bureau Chief's duties and responsibilities will include:**

- Serving as lead attorney on, or otherwise closely supervising, litigation matters that are of heightened importance to the State of New York;
- Reviewing and assigning incoming litigation matters, including emergency applications for judicial relief;
- Drafting and/or editing pleadings, briefs, and other court submissions;
- Evaluating and making recommendations on representation and settlement issues; and
- Regularly providing advice, training, and support to the Bureau's attorneys and support staff.



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

- At least **ten (10) years** of civil litigation experience in federal and New York state courts, including some trial and/or complex litigation experience;
- At least **three (3) years** of experience managing attorneys and/or staff;
- Superb legal analysis, legal writing and editing, and oral advocacy skills;
- Outstanding organizational, interpersonal communication, problem solving, and teamwork skills; and
- Excellent technological skills, including knowledge of and experience with various computer software programs and case management and electronic discovery platforms.

**Due to the nature of the litigation matters that will be supervised by the Deputy Bureau Chief, preferred candidates should also possess the following additional qualifications:**

- Significant prior civil jury trial experience in federal and New York state courts;
- Prior experience litigating, preferably through to trial, Section 1983 civil rights and employment litigation matters;
- Prior experience litigating emergency applications for judicial relief, such as temporary restraining orders and preliminary injunctions, including handling preliminary injunction hearings;
- Prior class action litigation experience, including experience with class certification motions and related issues; and
- Prior experience analyzing and resolving complex conflict of interest, representation, and indemnification issues.

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 for this position is \$183,981 + \$3,400 in location.** 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.

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## How To Apply

**Applications are being received via 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 (e.g., "Deputy Bureau Chief, LIT/LEPG\_NYC\_DBC\_3719") in the email subject line.

**To ensure consideration, applications must be received by close of business on October 4, 2024.**

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

- **Cover Letter**
  - You may address to Legal Recruitment.
  - Indicate the position title and reference number (e.g., “Deputy Bureau Chief, LIT/LEPG\_NYC\_DBC\_3719”).
  - Indicate why 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**
- **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, 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).**



