

## Associate Attorney

**Announcement Posted:**

05/09/24

**Responses must be hand delivered or postmarked by:**

05/19/24

**Salary Range:**

\$109,250 to \$134,178

**Location:**

Division of Legal Affairs  
40 North Pearl Street  
Albany, NY 12243

**Grade:**

28

**# of Positions:**

1

**Candidates Must Meet the Following Qualifications:**

Eligible for a lateral transfer or eligible for a 52.6 transfer by having one year of permanent competitive service in an appropriate title;

View a complete listing of [52.6 transferable titles](#); **OR**

Reachable on the appropriate eligible list in Albany.

Note: You must be a graduate of an accredited law school with an LLB or JD degree. Admission to the New York State Bar and current registration to practice in New York State is necessary for continued employment.

Preferred Experience: Candidates should have a minimum of 5 years of experience in family law and Family Court practice, with a strong focus on child support proceedings and the Title IV-D child support program. Candidates must also have strong legal research and writing skills. Additionally, experience in reviewing and drafting statutes and regulations or governmental policy documents, litigation practice, and/or contract negotiation and monitoring will be considered.

**Duties of Position:**

The new hire will be assigned to work in the Division of Legal Affairs (DLA). The attorney will be assigned to work primarily with the Division of Child Support Services (DCSS). The attorney may be required to work in other programs areas.

Duties include, but are not limited to, the following:

- Draft proposals for legislation or regulations to implement policies and initiatives of the DCSS and the Office of Temporary and Disability Assistance (OTDA);

- Review and advise the DCSS regarding existing federal and state law, regulation, policy, and state plan requirements and track new developments in federal law or regulation;
- Determine the impact on the child support program of such legislation, regulation, or policy changes;
- Assist the DCSS to implement any necessary changes in law or policy to remain in compliance with federal law or rules;
- Assist the DCSS in developing and implementing policy, including drafting or reviewing policy documents such as Administrative Directives, Dear Colleague or Informational letters, forms, manuals, and brochures;
- Provide DCSS program staff with advice and support in responding to letters, calls, e-mail, and freedom of information requests from parents, legislators, local child support attorneys, and others. Provide legal guidance, opinions, and research memorandum to the DCSS program staff and local child support attorneys, including interpretations of the rules, regulations and legal mandates governing the child support program. Keep abreast of developments in rules, regulations, court decisions, and legislation that affect the child support program;
- Act as liaison to the Office of the Attorney General, which represents the DCSS and OTDA in adversarial proceedings. Assist the Attorney General's office and the DCSS in all phases of litigation, including case preparation, discovery, legal research, development of strategy, oral arguments and written briefs, selection and preparation of the witnesses, monitoring deadlines, and appeals;
- Assist in negotiating and drafting contracts or memoranda of agreement with other state agencies and private organizations to collect data about child support obligors and establish, modify, and enforce child support obligations. Consult with legal staff of other agencies on legal issues that cross agency jurisdiction or have state-wide implications;
- Assist in drafting or review of documents for DCSS procurement of services under the State Finance Law, including providing legal counsel and advice to the DCSS at all phases of the procurement process, negotiation of contracts, and supervision and monitoring of contractor performance; and
- Provide training and legal educational presentations for the benefit of local child support workers and attorneys.

## Conditions of Employment:

You must be a current New York State employee to apply for this position. A full-time, permanent appointment will be made. If certified by Civil Service, mandatory reemployment list candidates must be considered first for appointment to this title. Candidates must be legally authorized to work in the United States.

Your resume must indicate how you meet the minimum qualifications for this position. Non-specific submissions may be disqualified from further consideration if the information you provide does not meet the minimum qualifications.

## Remarks:

- **Candidates should reference posting 24-132 when submitting your application.**
- **If submitting electronically, please reference posting 24-132 as part of your subject line.**
- **If you are interested in applying to this position, please visit [how to apply](#) for applicant instructions.**

NYS OTDA seeks to promote a diverse workforce that is a representation of the various cultures, voices, backgrounds, ideas, and talents of the citizens and communities that we serve. We actively solicit and encourage applications from Black, Indigenous, and People of Color (“BIPOC”); LGBTQIA+ individuals; women; people with disabilities; and military veterans.