

## Associate Attorney

**Announcement Posted:**

04/25/2025

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

05/05/2025

**Salary Range:**

\$112,528 to \$138,203

**Location:**

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

**Grade:**

28

**# of Positions:**

1

**Candidates Must Meet the Following Qualifications:****COMPETITIVE QUALIFICATIONS:**

Eligible for a lateral transfer or eligible for transfer under Section 52.6 of the Civil Service Law by having one year of permanent competitive service in an appropriate title. Information regarding transfer eligibility is available on the Civil Service Career Mobility Office website at <https://careermobilityoffice.cs.ny.gov/cmo/gotit/>.

**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.

**Duties of Position:**

The Division of Legal Affairs (DLA) within the Office of Temporary and Disability Assistance (OTDA) is responsible for establishing and interpreting legal policy for OTDA and for providing legal advice and counsel to OTDA's programs and administrative support divisions. This position is within the Bureau of Legislation and Regulations (BLR) within DLA. Among other things, BLR coordinates legislative and regulatory matters of interest to OTDA.

Duties of this position, include but are not limited to, the following:

- Provide legal support for the development of proposals to amend legislation, regulations or agency policies that align with the agency's priorities;
- Coordinate with Intergovernmental Affairs in responding to inquiries regarding the agencies legislative and/or regulatory proposals;
- Assist with the development of the agency's legislative proposals and guiding such proposals through the legislative process'
- Review and comment on departmental legislative proposal advanced by other agencies;
- Review assigned proposed and pending federal and state legislation for legal sufficiency and effect on the agency, which may include, but not be limited to, conducting research, reviews and providing legal analysis relating to justification, impact to OTDA programs, data analysis and fiscal impact;
- Draft comments on legislation of interest to the agency;
- Draft letters reflecting the agency's comments and positions for bills that must be acted upon by the Governor;
- Draft and review proposed amendment to legislation of interest to the agency;
- Coordinate with various program areas regarding the development of agency regulations and completion of correct forms;
- Submit regulatory proposals on behalf of the agency to the Department of State;
- Circulate regulatory matters published in the State Register that may be of interest to relevant agency staff;
- Distill and succinctly communicate important legislative information to agency staff;
- Provide legal advice, assistance, and guidance to Counsel's Office staff, Executive level leadership, and OTDA employees on subjects related to regulatory and legislative affairs;
- Serve as the Freedom of Information Law (FOIL) Appeals Officer for the agency;
- Assist in coordination of monitoring developments within federal policy, regulatory and/or legislative matters that would be of interest to OTDA; and
- May also be assigned to other program areas or special projects as needed and at the discretion of the General or Deputy Counsel.

### **Conditions of Employment:**

A full-time permanent or contingent 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.

Telecommuting up to 50% may be available in accordance with The Office of Temporary and Disability Assistance policy and can be discussed during the interview.

**Remarks:**

- **Candidates should reference posting 25-075 when submitting your application.**
- **If submitting electronically, please reference posting 25-075 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.