Associate Counsel

Announcement Posted:
09/06/22

Responses must be hand delivered or postmarked by:
09/20/22

Salary Range:
$105,500 to $133,319

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

Grade:
M-3 (Management Confidential)

# of Positions:
1

Candidates Must Meet the Following Qualifications:
This position is non-competitive. Candidates must be admitted to the New York State Bar and must have had four years of experience in the practice of law subsequent to admission to the Bar.

Preferred Experience:
Four years or more of experience handling personnel and employment law issues as an attorney working in a Counsel's Office or other legal-based entity, such as a law firm. Such experience may include the preparation of written legal analysis and/or participation in administrative and/or judicial proceedings dealing with personnel or employment law matters. Litigation experience, either directly or liaising with the Office of the Attorney General, is preferred. Experience with New York's Civil Service Law, New York's Human Rights Law, New York's Public Officers Law, as well as federal civil rights law and the Americans with Disabilities Act is also preferred.

Duties of Position:
Working under the supervision of the assigned Division of Legal Affairs Deputy Counsel, the Associate Counsel would provide legal advice and counsel in regard to personnel matters. The Associate Counsel's duties will include, but will not be limited to, the following:

- Provide legal analysis of employment law issues which, among other things, requires expertise regarding federal civil rights laws, the federal Americans with Disabilities Act, the New York State Human Rights Law, the New York State Public Officers Law and the New York State Civil Service Law;
- Prepare memoranda and legal opinions analyzing complex employment-related issues and participate in internal and inter-agency meetings dealing with personnel matters;
- Keep abreast of changes in the laws, rules, regulations and policies governing employment-related issues and advising the General Counsel and the assigned of such changes;
• Provide assistance to the New York State Office of the Inspector General in regard to investigations of employee wrongdoing and corruption in State government;
• Provide legal advice and counsel to the agency’s Bureau of Human Resources in regard to employment law issues and disciplinary matters;
• Assist the Department of Law in preparing legal arguments and papers to be submitted in judicial proceedings;
• Represent the agency in administrative hearings held by State and federal agencies regarding personnel issues and human rights complaints; and
• Provide assistance in regard to other matters at the request of the General Counsel or the assigned Deputy Counsel, including responding to Freedom of Information Law (FOIL) appeals.

Conditions of Employment:
A full-time, contingent permanent, non-competitive appointment will be made. If certified by Civil Service, mandatory reemployment list candidates must be considered first for appointment to this title. Hours of the position are 9:00-5:00.

Please be advised that all hires or transfers into this position must submit to mandatory fingerprinting and an associated background investigation, including state and national criminal history record checks, as well as a check with local law enforcement agencies where the applicant has lived, worked, and/or attended school within the last 5 years for any identified arrests, to ensure suitability for employment and/or continued employment. Candidates will not be required to pay the fees associated with mandatory fingerprinting. Depending on the nature of the job, the criminal convictions discovered, or any falsified or omitted information revealed, the investigative findings may bar appointment or result in removal after appointment.

Remarks:
• Candidates should reference posting 22-215 when submitting your application.
• If submitting electronically, please reference posting 22-215 as part of your subject line.
• If you are interested in applying to this position, please visit how to apply for applicant instructions.