

## Associate Counsel

**Announcement Posted:**

10/28/2025

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

11/7/2025

**Salary Range:**

\$115,283 to \$145,682

**Location:**

Division of Legal Affairs  
40 North Pearl Street  
Albany, New York 12243

**Grade:**

663 (Management/Confidential)

**# of Positions:**

1

**Candidates Must Meet the Following Qualifications:****Non-Competitive Qualifications:**

Candidates must have been 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 and competencies:**

- Strong written and verbal communication skills;
- Strong analytical, critical thinking, and problem-solving skills;
- Ability to meet deadlines and successfully manage administrative processes and projects;
- Ability to manage multiple projects;
- Ability to work both independently and in a team environment;
- Ability to initiate and maintain relationships across a diverse set of stakeholders;
- Ability to handle multiple and shifting priorities;
- Knowledge of personnel and employment law issues;
- Practical experience in drafting legal analysis related to employee disciplinary proceedings, New York State Division of Human Rights (DHR) complaints, and Equal Employment Opportunity Commission complaints;
- Practical experience in administrative law proceedings, such as employee disciplinary arbitrations and DHR hearings;
- Practical experience drafting employment related policies and procedures;
- Knowledge or 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; and

- Unquestionable personal code of ethics, integrity, diversity, and trust.

## **Duties of Position:**

The Associate Counsel will be part of the Labor & Ethics team within the Division of Legal Affairs (DLA) in the Office of Temporary and Disability Assistance (OTDA) and report to that team's Deputy Counsel. The Associate Counsel will provide legal advice and counsel regarding personnel matters.

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

- Provide legal analysis of employment law issues;
- Provide legal advice and counsel to OTDA's Bureau of Human Resources regarding employment law issues, disciplinary matters, and reasonable accommodations;
- Prepare memoranda and legal opinions analyzing complex employment-related issues;
- Represent the agency in administrative hearings held by State and federal agencies regarding personnel issues and discrimination complaints;
- Participate in internal and inter-agency meetings dealing with personnel matters;
- Assist OTDA's Director of Litigation and the New York State Office of the Attorney General in preparing legal arguments and papers related to litigation;
- Provide legal advice and counsel to OTDA's Diversity, Equity, Inclusion, and Accessibility Office;
- Aid the New York State Office of the Inspector General with investigations into complaints regarding employee related matters;
- Keep abreast of changes in the laws, rules, regulations, and policies governing employment-related issues and advising the General Counsel and the assigned Deputy Counsel of those changes; and
- Assist the General Counsel or assigned Deputy Counsel regarding other matters, as necessary.

## **Conditions of Employment:**

A full-time, permanent or contingent permanent, non-competitive appointment will be made. The hours of the position are 9:00am-5:00pm. If certified by Civil Service, mandatory reemployment list candidates must be considered first for appointment to this title. Please be advised that all hires or transfers into this position must submit to mandatory fingerprinting and an associated background investigation. This includes state and national criminal history record checks, as well as a check with local law enforcement agencies where the applicant has lived, worked, and attended school within the last 5 years, for any identified arrests, to ensure suitability for 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.

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 #25-183 when submitting your application.**
- **If submitting electronically, please reference posting #25-183 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. In alignment with New York State's Executive Orders 187 and 31, OTDA is committed to advancing diversity, equity, inclusion, and accessibility by fostering an inclusive workplace.