

Deputy Counsel

Announcement Posted:

01/10/2023

Responses must be hand delivered or postmarked by:

02/10/2023

Salary Range:

\$129,566 - \$163,695

Location:

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

Grade:

NS (Equated to M-5, Management/Confidential)

of Positions:

1

Candidates Must Meet the Following Qualifications:

Candidates must have a Law degree from an accredited law school; admission to, and member in good standing of, the New York State Bar; and seven years of relevant post-bar experience.

Preferred Skills:

- Exceptional organizational skills and experience managing large projects, with timely completion and quality results.
- Exceptional written and oral communication skills.
- Service in a Counsel's Office for a public agency focusing on health, human services, and/or housing.
- Experience developing policy framework.
- Demonstrated ability to provide sound supervision and staff development.

Duties of Position:

The incumbent of this position will be responsible for oversight of a bureau within the Division of Legal Affairs dedicated to providing advice and counsel to OTDA program areas. The duties of the position include, but are not limited to:

- Supervise a group of attorneys that advise in the areas of litigation, legislation, regulations, the provision of administrative hearings, and matters involving local social services districts.
- Assist in providing direction to DLA staff on implementation of agency legal policy.
- Counsel and oversee the provision of counsel to program areas on legal matters impacting the agency.
- Brief program areas on legal developments impacting important policy concerns.
- Liaise with the Department of Law, other New York State agencies, local social services districts, and other governmental entities.
- Stay abreast of changes in the law that impact agency initiatives.

Conditions of Employment:

A full-time appointment will be made. This position is in the Exempt jurisdictional classification. A background check of the selected candidate will be required.

Working for New York State:

As a New York State employee, you are afforded great fringe benefits totaling in excess of 65% of your salary. Our comprehensive package includes:

- Health care coverage with provisions for hospitalization, medical/surgical coverage, prescription drug benefits, dental, and vision;
- Generous vacation, personal, and sick leave benefits;
- Up to twelve paid holidays per calendar year;
- Pre-Tax Health Care;
- Voluntary enrollment in deferred compensation plans;
- Access to financial assistance for further career-related study;
- Membership in the New York State Retirement System

NYS OTDA is an Affirmative Action/Equal Opportunity Employer. We actively solicit and encourage applications from Black, Indigenous, and People of Color (“BIPOC”); LGBTQI+ individuals; women; disabled individuals; and military veterans.

Candidates must be legally authorized to work in the United States.

Remarks:

- **Candidates should reference posting #23-009 when submitting your application.**
- **If submitting electronically, please reference posting #23-009 as part of your subject line.**
- **If you are interested in applying to this position, please visit [how to apply](#) for applicant instructions.**