

Deputy Counsel

Announcement Posted:

3/11/2025

Responses must be hand delivered or postmarked by:

3/21/2025

Salary Range:

\$137,457 to \$173,664

Location:

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

Grade:

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

of Positions:

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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.
- Attention to detail and quality control.
- Ability to handle multiple matters under pressure and deadlines.
- Demonstrated ability to provide sound supervision and staff development.
- Commitment to public service and the highest integrity.
- Interest in the OTDA mission.

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 on contracts and information security issues. The duties of the position include, but are not limited to:

- Under the direction of the General Counsel, or designee, supervise attorneys and staff that advise in the areas of contracts, information security, and administrative matters, including but not limited to internal controls, disaster preparedness, and office management.
- Supervise attorneys that provide legal advice related to procurement laws and policies and negotiate complex commercial contracts.
- Oversee the Division of Legal Affairs team that is working on the development of the Integrated Eligibility System.
- Supervise attorneys and staff that provide legal and technical support concerning the scope and appropriateness of access to agency systems and data.
- Counsel and oversee the provision of counsel to program areas on legal matters impacting the agency, focusing on procurement requirements and information security issues.
- Brief program areas on legal developments impacting important policy concerns.
- Assist in reviewing legislation, regulations, policy documents, and agreements and help to formulate the agency's position on such items.
- Liaise with the Department of Law, other New York State entities, local social services districts, and other governmental entities.
- Assist or supervise litigation defense, including the development of case preparation, discovery activities, research strategy, oral arguments and written briefs, preparation of witnesses, and monitoring deadlines.

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. 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.

Working for New York State:

THE NEW YORK STATE OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE (OTDA) IS LOOKING FOR APPLICANTS WHO ARE SEEKING A REWARDING CAREER.

OTDA is recognized as a national leader in the field of Human Services and innovative social welfare programs. OTDA is responsible for supervising programs that provide assistance and support to eligible families and individuals.

OTDA's functions include providing temporary assistance to help pay for expenses; providing assistance to purchase food; helping to meet home energy needs; overseeing NYS's child support services; determining certain aspects of eligibility for Social Security Disability benefits; administering programs to help address homelessness in NYS; overseeing publicly funded shelters for families and

adults; and implementing services for refugees.

As a New York State employee, you are afforded great fringe benefits totaling in excess of 60% 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 thirteen 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.

Remarks:

- **Candidates should reference posting 25-048 when submitting your application.**
- **If submitting electronically, please reference posting 25-048 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.