Deputy Counsel

Announcement Posted:
07/08/2022

Responses must be hand delivered or postmarked by:
07/22/2022

Salary Range:
$137,883 - $173,431

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

Grade:
NS (Equated to M-6, Management/Confidential)

# of Positions:
1

Candidates Must Meet the Following Qualifications:
This is an exempt position. 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 8 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:
Reporting directly to the General Counsel, the incumbent of this position is responsible for assisting the General Counsel in setting the agency’s overall legal policy. The duties of the position include, but are not limited to:

• 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.
• Provide legal counsel to OTDA executive staff and program areas on a wide array of legal matters impacting the agency.
• Brief leadership and 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.
• Lead complex multi-agency and multi-division projects.
• Stay abreast of changes in the law that impact agency initiatives.
• Assist in supervision of staff and daily operations of the Division of Legal Affairs.

Conditions of Employment:
A full-time appointment will be made. This position is in the Exempt jurisdictional classification.

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.

Working for New York State:
As a New York State employee, you are afforded great fringe benefits totaling in excess of 50% 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 #22-173 when submitting your application.
• If submitting electronically, please reference posting #22-173 as part of your subject line.
• If you are interested in applying to this position, please visit how to apply for applicant instructions.