

Senior Attorney (NY HELPS)

Announcement Posted:

7/2/2025

Responses must be hand delivered or postmarked by:

7/12/2025

Salary Range:

\$96,336 to \$121,413

Location:

Division of Legal Affairs
40 North Pearl St
Albany, NY 12243

Grade:

25

of Positions:

1

Candidates Must Meet the Following Qualifications:

NY HELPS: This title is part of the New York Hiring for Emergency Limited Placement Statewide program (NY HELPS). For the duration of the NY HELPS Program, candidates may be hired via a non-competitive appointment if they meet the below NY HELPS minimum qualifications.

At a future date (within one year of permanent appointment), it is expected employees hired under NY HELPS will have their non-competitive employment status converted to competitive status, without having to compete in an examination. Employees will then be afforded all of the same rights and privileges of competitive class employees of New York State. While serving permanently in a NY HELPS title, employees may take part in any promotion examination for which they are qualified.

NON-COMPETITIVE QUALIFICATIONS:

Admission to the NYS Bar and 24 months of subsequent satisfactory legal experience.

Preferred Competencies:

- Unquestionable personal code of ethics, integrity, diversity, and trust;
- Strong project management skills;
- Proven track record of meeting deadlines and successfully managing administrative processes and projects; and

- Highly developed written and verbal communication skills.

Preferred Qualifications:

- Strong written and verbal communication skills;
- Strong analytical, critical thinking, and problem-solving skills;
- Ability to manage multiple projects, in a fast-paced environment;
- 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;
- Practical experience in drafting or reviewing laws, contracts, inter or intra-agency agreements, and policy guidance documents;
- Knowledge of public assistance and public benefits programs;
- Familiarity with the following policy issues: federal and/or state public benefits, social services, civil or administrative practice; and
- Knowledge or experience with the legislative and regulatory process.

Note: You must be a graduate of an accredited law school with an LLB or JD degree. Admission to the New York State Bar and current registration to practice in New York State is necessary for continued employment. Novice level litigation experience where litigation tasks were performed occasionally with some guidance and/or assistance, is required.

OR

55 B/C: This position is eligible for 55b/c appointment, and candidates with 55b/c eligibility are encouraged to apply. To be eligible for a 55b/c appointment, candidate must be currently enrolled in the Civil Service 55b/c program and must meet the minimum qualifications listed above. Information about the 55b/c program can be found here: [55b/c Recruitment Resources Center \(ny.gov\)](https://www.ny.gov/55b/c-recruitment-resources-center).

COMPETITIVE QUALIFICATIONS:

Eligible for a lateral transfer or eligible for transfer under Section 70.1 and 52.6 of the Civil Service Law by having one year of permanent competitive service in an appropriate title. Information regarding transfer eligibility is available on the Civil Service Career Mobility Office website at <https://careermobilityoffice.cs.ny.gov/cmo/gotit/>.

OR

Reachable on the appropriate eligible list in Albany.

Duties of Position:

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

- Assist OTDA's General Counsel and Deputy Counsels with analysis on general legal and public benefit related issues;
- Provide legal guidance to OTDA and the Executive Team on topics which include, but may not be limited to: public assistance, the Home Energy Assistance Program, domestic violence, human trafficking, and refugee services;
- Represent the Division of Legal Affairs as a program attorney in meetings, inter-agency events, or with external partners;
- Provide legal advice to agency policymakers on issues and changes that may affect OTDA's mission and public benefit programs;
- Assist legal team to provide legal support on matters that may be novel or potentially precedent setting;
- Assist in the research, analysis, development, and drafting of legislation initiatives, regulations, litigation documents, and policy;
- Collaborate with sibling agencies and other stakeholders in the development or review of contracts and agreements;
- Prepare and assist in presentations to Executive leadership; and
- Prepare responses to requests for legal opinions.

Conditions of Employment:

A full-time permanent or contingent permanent appointment will be made. The hours of the position will be 9 AM to 5 PM. If certified by Civil Service, mandatory reemployment list candidates must be considered first for appointment to this title. 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.

Remarks:

- **Candidates should reference posting 25-119 when submitting your application.**
- **If submitting electronically, please reference posting 25-119 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.