

## Senior Attorney (NY HELPS)

**Announcement Posted:**

12/11/2024

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

12/21/2024

**Salary Range:**

\$93,530 to \$117,875

**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.

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.

Preferred Experience: The selected candidate will be responsible for providing legal counsel to OTDA's Employment and Income Support Programs, Housing and Refugee Services, and Strategic Operations. Accordingly, it is preferred that candidates have knowledge and experience of federal

and/or state public benefits, social services, civil and/or administrative practice, and/or audit statutes. Practical experience in drafting and/or reviewing legislative bills, regulations, contracts and Memorandum of Understandings/Agreements, and policy guidance documents is also preferred.

**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 of the position include, but are not limited to, the following:

- Assist the General Counsel and Deputy Counsels of the Office of Temporary and Disability Assistance (OTDA) with analysis on general legal and public benefit related issues;
- Provide legal guidance to OTDA and the Executive Team on Public Assistance, Home Energy Assistance Program (HEAP), refugee resettlement, and other public benefit-related issues;
- Provide legal advice to agency policymakers on issues that may have bearing on the Office's mission or changes in a particular program;
- Provide legal opinions and guidance in matters which may be novel or potentially precedent setting;
- Assist in the development of legislation initiatives, regulations, and policy;
- Collaborate with sibling agencies and other stakeholders in developing and/or reviewing contracts and agreements, including Memoranda of Understanding with other government entities; Requests for Proposals;
- Requests for Applications; and Data-Use Agreements;
- Prepare and assist in presentations to Executive leadership;
- Prepare responses to requests for legal opinions; and

- Represent the Division of Legal Affairs at meetings attended by other OTDA and external parties.

### **Conditions of Employment:**

A full-time permanent appointment will be made. Hours are 9:00 am to 5:00 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 24-289 when submitting your application.**
- **If submitting electronically, please reference posting 24-289 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.