

**Senior Attorney (NY HELPS); OR**

**Assistant Attorney 1; OR**

**Assistant Attorney 2; OR**

**Assistant Attorney 3**

**Announcement Posted:**

2/13/2026

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

2/23/2026

**Salary Range:**

\$96,336 to \$121,413 (Senior Attorney)

\$66,951 to \$86,138 (Assistant Attorney 1)

\$74,193 to \$94,121 (Assistant Attorney 2)

\$82,236 to \$104,230 (Assistant Attorney 3)

**Location:**

Division of Legal Affairs

40 North Pearl St

Albany, NY 12243

Division of Legal Affairs

5 Beaver Street

New York, NY 10004

**Plus \$4,000 Location Pay**

Division of Legal Affairs

125 East Bethpage Road

Plainview, NY 11803

**Plus \$4,000 Location Pay**

Division of Legal Affairs

150 State Street

Rochester, NY 14614

Division of Legal Affairs

295 Main Street

Buffalo, NY 14203

**Grade:**

25/22/2018

**# 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:**

**Assistant Attorney 1 (SG-18):** Law school graduation (or other eligibility to take the NYS Bar Examination).

**Assistant Attorney 2 (SG-20):** Admission to NYS Bar.

**Assistant Attorney 3 (SG-22):** One year as Assistant Attorney 2 or admission to the NYS Bar and one year of subsequent professional legal experience.

**Senior Attorney (SG-25):** Admission to the NYS bar and two years of post-licensure professional legal experience.

**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, New York City, Buffalo, or Rochester.

**Duties of Position:**

The Information Security group within the Division of Legal Affairs of The Office of Temporary and Disability (OTDA) is responsible for security, privacy, and compliance matters as well as assisting with agency imperatives including the new Integrated Eligibility System (IES), a project which aims to modernize and replace legacy systems. The successful candidate will provide legal assistance and support in managing OTDA's information security compliance requirements as well as participating with the IES implementation.

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

- Work on teams assisting with negotiating, drafting, and amending contracts, data share

agreements, technical service descriptions/agreements, interface control documents, memorandums of understanding, and other similar documents for the agency;

- Provide legal advice to program managers and administrators for the implementation of IES. Other tasks include: attending project planning meetings, status meetings, and small work group meetings; reviewing and providing edits and comments on project scope documents, security documents, data mapping documents, workflow documents, business requirements, contracts and other documents involved in the IES build;
- Work on statutory, regulatory and policy changes relating to Information Security and IES at OTDA;
- Assist in legacy system data clean-ups and modernization efforts;
- Analyze and define information classifications, risk analysis, business requirements, and other audit and compliance technology projects relating to Information Security with OTDA and for IES;
- Provide legal and technical support to the OTDA Division of Legal Affairs (DLA) and agency programs concerning audits and access to agency systems and data;
- Provide legal and technical support to social services districts (districts) as they seek to meet legal compliance obligations involving the handling of data and other privacy, confidentiality, and security concerns;
- Act as liaison with the Office of Information Technology Services (ITS) on legal issues involving information privacy, security and confidentiality, data ownership, data access, data classification, data exchange, data loss prevention, information governance, audit and forensic review of data used and/or collected, and IT project prioritization and development;
- Assist the Litigation Unit on questions of law, particularly those involving litigation holds, electronic discovery, document retention and information security, confidentiality, privacy and compliance issues; assist in interactions with outside state and federal agencies on questions of law and procedure;
- Support and coordinate Legal Affairs' review and response to OTDA information security initiatives and IES deliverables as well as for short-term and long-term projects;
- Review and support, from a legal perspective, organizational change management within the agency and local social services districts; and
- Provide legal counsel and services to OTDA program stakeholders in the performance of their duties and functions.

## **Conditions of Employment:**

A full-time, permanent or contingent appointment will be made. The position can be based out of any of the following OTDA Offices: Albany, NYC, Long Island, Rochester, or Buffalo (no travel between these offices would be required). 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 26-023 when submitting your application.**
- **If submitting electronically, please reference posting 26-023 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. In alignment with New York State's Executive Orders 187 and 31, OTDA is committed to advancing diversity, equity, inclusion, and accessibility by fostering an inclusive workplace.