



**Regional Offices Division**  
**Buffalo Regional Office**  
**Assistant Attorney General-In-Charge**  
**Reference No. BUF\_AAGIC\_3695**

**Application Deadline is July 12, 2024**

The Office of the New York State Attorney General (OAG) is seeking a dynamic litigator and experienced manager to lead the [Buffalo Regional Office](#) (RO) as the Assistant Attorney General-In-Charge (AAGIC). The Regional Office represents the State, its agencies, and officers in a wide range of federal and state court litigation, as well as handles consumer, charities, and social and economic justice matters.

The AAGIC will report to the Chief Deputy Attorney General for Regional Offices and supervise approximately thirty-five (35) attorneys and support staff. The AAGIC will manage the RO's defensive and affirmative dockets and daily operations with an emphasis on the direct supervision of the region's defensive practice, comprised of approximately 750 cases in Federal Court, State Supreme Court, and the Court of Claims. Other responsibilities include maintaining an active caseload; reviewing and assigning incoming litigation matters; drafting and/or editing pleadings, briefs, and other court submissions; making appearances in court; evaluating and making recommendations on representation and settlement issues; addressing personnel issues; assisting with recruitment matters; regularly providing advice, training, and support to the RO's attorneys and support staff; liaising with other OAG bureaus/regional offices, state agencies, and external stakeholders. The AAGIC will also coordinate and make presentations at external community events providing information on a wide variety of affirmative justice, consumer, and other topical issues.

**Qualifications:**

- Applicants must have a **minimum of ten (10) years of civil litigation experience** in federal and state court;
- Ability to handle all phases of investigations and litigation from commencement through trial;
- Ability to directly supervise a large defense docket from case assignment through trial;
- Prior experience supervising attorneys and support staff;
- Strong writing, analytical, organizational, advocacy, and negotiation skills;
- Excellent interpersonal and relationship management skills;
- Prior experience coordinating events and making presentations at external community events on a variety of topics and issues is a plus;
- Prior experience interfacing with governmental agencies and officials is preferred; and a
- Demonstrated commitment to public service.

Applicants must reside in (or intend to soon become a resident of) New York State and be admitted to practice law in New York State. In addition, the Public Officers Law requires that OAG attorneys be citizens of the United States. A two (2) year commitment upon being hired is a condition of employment.

**The annual salary for this position is \$195,128.** As an employee of the OAG, you will join a team of dedicated individuals who work to serve the people of our State through a wide variety of occupations. We offer a comprehensive New York State benefits package, including paid leave, health, dental, vision, and retirement benefits, and family-friendly policies. Additionally, the OAG offers a robust Workplace Flexibilities Program with multiple options for employees, including telecommuting (up to two days per week) and alternative work schedules.

*Candidates from diverse backgrounds are encouraged to apply.  
The OAG is an equal opportunity employer and is committed to workplace diversity.*

## HOW TO APPLY

**Applications must be submitted by email.** To apply, please submit your complete application, including each of the items identified below, to [recruitment@ag.ny.gov](mailto:recruitment@ag.ny.gov). Applicants must indicate both the position title and reference number (Assistant Attorney General-In-Charge, BUF\_AAGIC\_3695) in the email subject line and in their cover letter.

**To ensure consideration, applications must be received by close of business on July 12, 2024.**

Applicants must be prepared to submit a complete application consisting of the following:

- **Cover Letter**
  - You may address your letter to the Legal Recruitment Unit.
  - Include the position title and reference number (Assistant Attorney General-In-Charge, BUF\_AAGIC\_3695).
  - Indicate why you are interested in this position and what makes you a strong candidate. You may wish to include information about what life experiences you will bring to the position that will enhance the Office's ability to better serve the diverse population of this state.
- **Resume**
- **Legal Writing Sample**
- **List of three (3) references**
  - Only submit professional references, supervisory references are preferred.
  - For each reference, indicate the nature and duration of your relationship.
  - Include contact information and email addresses for each reference.
  - Please note that your references will not be contacted until after you interview for the position.

**If you have questions regarding a position with the OAG and the application process or need assistance with submitting your application, please contact Legal Recruitment via email at [recruitment@ag.ny.gov](mailto:recruitment@ag.ny.gov) or phone at 212-416-8080.**

**For more information about the OAG, please visit our website: [ag.ny.gov](http://ag.ny.gov)**