

Senior Attorney (NY HELPS)

Announcement Posted:

04/29/24

Responses must be hand delivered or postmarked by:

05/09/24

Salary Range:

\$93,530 to \$117,875

Location:Division of Legal Affairs
40 North Pearl Street
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, this title may be filled via a non-competitive appointment, which means no examination is required, but all candidates must meet the minimum qualifications of the title for which they apply. At this time, agencies may recruit and hire employees by making temporary appointments. In May 2024, if a temporary NY HELPS employee is satisfactorily performing in the position, the appointment will be changed from temporary pending Civil Service Commission Action to permanent non-competitive, and the official probationary period will begin.

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 minimum qualifications:

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

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 be a graduate of an accredited law school with an LLB or JD degree.

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 minimum qualifications:

Eligible for a lateral transfer or for transfer under Section 70.1 or 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.

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.

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 statuses. Practical experience in drafting and/or reviewing legislative bills, regulations, contracts and Memorandum of Understandings/Agreements, and policy guidance documents is also preferred.

Duties of Position:

The duties of this position include, but are not limited to, the following:

- Assist the General Counsel and Deputy Counsels of OTDA with general legal and public benefit related issues;
- Provide legal guidance to agency and executive staff on questions of law, particularly those involving Public Assistance, Supplemental Nutrition Assistance Program, and refugee resettlement;
- Confer and correspond with state and federal agencies on question of law and procedure; 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 services in matters which may be novel or potentially precedent setting;
- Assume responsibility for all agency aspects of assigned adversarial matters impacting OTDA. This task includes assisting in case preparation, discovery activities, research strategy development, participation in negotiations effecting liaison and coordination activities, in concert with the Department of Law;
- Comment on proposed legislation and assume responsibility for the development of assigned Departmental legislative proposals. This task includes, as needed: research, drafting, participation in negotiations and interaction with appropriate individuals;
- Prepare or review regulations, policy documents and agreements, including Memoranda of Understanding with other government entities;
- Prepare responses to requests for legal opinions; and
- Represent the Division of Legal Affairs at meetings attended by other OTDA staff, staff from other government entities and individuals in the private sector.

Conditions of Employment:

A full-time permanent or temporary appointment will be made. If certified by Civil Service, mandatory reemployment list candidates must be considered first for appointment to this title. Hours are 9:00 am to 5:00 pm. 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.

Remarks:

- **Candidates should reference posting 24-124 when submitting your application.**
- **If submitting electronically, please reference posting 24-124 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.