

General Counsel

Announcement Posted:

9/8/2025

Responses must be hand delivered or postmarked by:

9/29/2025

Salary Range:

\$156,757 - \$197,170

Location:

Division of Legal Affairs
40 North Pearl Street
Albany, New York 12243

Grade:

NS

of Positions:

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Candidates Must Meet the Following Qualifications:

The candidate must possess a law degree from an accredited law school; admission to, and member in good standing of, the New York State Bar; and eight years of relevant post-bar experience.

Preferred Skills:

- Service in a Counsel's Office for a public agency focusing on health, human services, and/or housing.
- Exceptional organizational skills and experience managing large projects and/or groups of individuals to ensure timely completion and quality results.
- Exceptional written and oral communication skills.
- Experience developing policy framework and leading policy development.
- Demonstrated ability to provide sound supervision and staff development.
- Experience leading, implementing, and/or managing staff and providing effective staff development.

Duties of Position:

Reporting directly to the Commissioner, the incumbent of this position is responsible for setting the agency's overall legal policy. The duties of the position include, but are not limited to:

- Provide guidance and direction to the agency's legal staff in the areas of litigation, legislation, regulations, the provision of administrative hearings, and the provision of legal counsel to the program and administrative areas.
- Manage work of the Division to ensure assignments are completed on time and with high quality legal assessments.
- Provide the Commissioner and the agency's executive staff with advice and consultation on the legal implications of a wide range of matters having an impact on program and administrative areas.
- Maintain working relationships with the Department of Law and the counsels of a wide range of federal, State and local district governmental agencies with which OTDA interacts.
- Provide the Commissioner and agency executive staff with oral and written opinions on various legal matters involving the OTDA and/or local social services districts.
- Recommend legal initiatives that should be undertaken by OTDA to meet new and changing State and federal laws and regulations, including necessary litigation, to ensure the agency obtains all federal funding to which it is entitled.
- Ensure the Office of Legal Affairs provides the types of services OTDA requires and for the development and implementation of wide-ranging legal policies and procedures needed to ensure that support is provided.
- Provide the Commissioner and the agency's executive staff with a wide range of legal assistance necessary for the development and implementation of effective program initiatives.
- Act on behalf of the Commissioner, represent OTDA at various meetings and conferences on all matters related to their areas of responsibility.

The New York State Office of Temporary and Disability Assistance (OTDA) is looking for applicants who are seeking a rewarding career.

OTDA is recognized as a national leader in the field of Human Services and innovative social welfare programs. OTDA is responsible for supervising programs that provide assistance and support to eligible families and individuals.

OTDA's functions include providing temporary assistance to help pay for expenses; providing assistance to purchase food; helping to meet home energy needs; overseeing NYS's child support services; determining certain aspects of eligibility for Social Security Disability benefits; administering programs to help address homelessness in NYS; overseeing publicly funded shelters for families and adults; and implementing services for refugees.

Working for New York State:

As a New York State employee, you are afforded great fringe benefits totaling in excess of 60% of your salary. Our comprehensive package includes:

- Health care coverage with provisions for hospitalization, medical/surgical coverage, prescription drug benefits, dental, and vision;
- Generous vacation, personal, and sick leave benefits;
- Up to thirteen paid holidays per calendar year;
- Pre-Tax Health Care;
- Voluntary enrollment in deferred compensation plans;
- Access to financial assistance for further career-related study;
- Membership in the New York State Retirement System
- Paid Parental Leave
- Employee Assistance Program (EAP)
- Alternative Work Schedule Options
- 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.

Conditions of Employment:

A full-time appointment will be made. This position is in the Exempt jurisdictional classification. A background check of the selected candidate will be required. Candidates must be legally authorized to work in the United States.

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.

Remarks:

- **Candidates should reference posting #25-154 when submitting your application.**
- **If submitting electronically, please reference posting #25-154 as part of your subject line.**
- **If you are interested in applying to this position, please visit [how to apply](#) for applicant instructions.**