

## Senior Attorney (NY HELPS)

**Announcement Posted:**

6/24/2025

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

7/4/2025

**Salary Range:**

\$96,336 to \$121,413

**Location:**

Division of Legal Affairs  
Employment and IT Support  
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, 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.

**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://careermobilityoffice.cs.ny.gov/cmo/gotit/).

#### COMPETITIVE QUALIFICATIONS:

Eligible for a lateral transfer or eligible for transfer under Section 52.6 or 70.1 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:**

The Office of Temporary and Disability Assistance (OTDA) is undergoing a modernization of the State's legacy health and human services information technology systems which will be replaced by a new Integrated Eligibility System (IES). The attorney provides legal assistance and support in managing OTDA's participation in IES.

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

- Working 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;
- Working on legal issues involving regulatory compliance, information security, confidentiality, and privacy;
- Working on statutory, regulatory and policy changes relating to Information Security and IES at OTDA;
- Supporting OTDA Information Security and IES on short-term and long-term projects;
- Assisting in legacy system data clean-ups and modernization efforts;
- Analyzing and defining information classifications, risk analysis, business requirements, and other audit and compliance technology projects relating to Information Security with OTDA and for IES;
- Coordinating Legal Affairs' review and response to Information Security agency initiatives and IES deliverables;
- Reviewing and supporting from a legal perspective, organizational change management within the agency and local social services districts; and
- Providing 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 permanent appointment will be made. The hours of the position will be 9 AM to 5 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 25-116 when submitting your application.**
- **If submitting electronically, please reference posting 25- 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.