



Job Opening

Job Posting: 03/04/2020

Application Deadline: 30 days or until position is filled

JOB TITLE: Assistant Counsel

LOCATION: NYC

DEPT: Legal

BASIC FUNCTION: Represent and advise the Corporation on all aspects of its activities and functions including corporate and real estate matters, grants and loans, FOIL, compliance, procurement and such other issues as may arise. Prepare and negotiate legal documents for the implementation of real estate projects and general corporate matters; provide advice to ESD departments on real estate and other areas of law with moderate supervision.

WORK PERFORMED:

- Drafts and negotiates all legal documents necessary for implementation of ESD programs.
- Provides counsel and advice to the various ESD departments.
- Performs legal, administrative and miscellaneous tasks assigned by the General Counsel.
- Supervises outside counsel and consultants for ESD.
- Drafts legislation and regulations as necessary.
- Represents ESD at meetings and Public Hearings.
- Acts as one of ESDC’s Foil Officers.
- Initiates solutions to legal problems posed regarding FOIL and other matters
- Assists with such other legal work as assigned.

EDUCATION & REQUIREMENTS:

Education level required: J.D. plus Admission to New York State Bar

Equivalent Experience required:

Minimum of two to three years of general legal experience including litigation

Knowledge Required:

Excellent verbal and written communication skills;

Negotiation skills; Drafting ability; Research skills

APPROXIMATE HIRING SALARY: \$75,000 - \$82,285 (w/ comprehensive benefits package)

INQUIRE

Leah Schanke – AVP - Human Resources Dept.

External Candidates: Send resume to resumes@esd.ny.gov, indicating job title in subject line and salary requirement in email body

Internal Candidates: Complete [Posting Application](#) and attach a copy of resume

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