



Job Opening

Job Posting: 04/07/2021

**Application Deadline: 30 days or until
position is filled**

JOB TITLE: Assistant Counsel
DEPT: Legal

LOCATION: NYC or Albany

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, MWBE, 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.
- Assist with MWBE appeals.
- 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: \$70,000 – \$90,000
(w/ comprehensive benefits package)

INQUIRE

Donasia Holmes – Manager, Training and Professional Development - 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 a [POSTING APPLICATION](#) and attach a copy of resume

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