Job Opening

Job Posting: February 2022

Application Deadline: 30 days or until position is filled

**JOB TITLE:** Senior Managing Attorney, MWBE

**LOCATION:** Albany or NYC

**DEPT:** Legal

**BASIC FUNCTION:**
Responsible for supervising and managing team of attorneys tasked with representing the New York State Division of Minority and Women’s Business Development (DMWBD) in administrative law appeal hearings.

**WORK PERFORMED:**
- Serve as primary legal counsel to the New York State Division of Minority and Women’s Business Development (DMWBD) with respect to administrative law appeal hearings.
- Manage and supervise team of attorneys tasked with representing the New York State Division of Minority and Women’s Business Development (DMWBD) in administrative law appeal hearings. Responsibilities include:
  - Representing DMWBD in administrative law hearings;
  - Supervising team of attorneys representing DMWBD;
  - Providing advice and guidance to attorneys with respect to administrative appeals; and
  - Ensuring appeals are heard in a timely manner.
- Provide assistance to DMWBD and/ or Empire State Development at the direction of the General Counsel or Deputy General Counsel as needed.

Position expected to work onsite and/or remote consistent with NYS and ESD guidelines and needs.

**EDUCATION & REQUIREMENTS:**
Education Level required: J. D. or LLB from an accredited law school; admission to New York State Bar
Relevant experience required: Minimum of 6 years of legal experience. Litigation and managerial experience required.
Knowledge required: Litigation, familiarity with administrative hearings and the New York State Administrative Procedure Act (SAPA).

**APPROXIMATE HIRING SALARY:** Commensurate with experience (w/ comprehensive benefits package)

**INQUIRE**
Donasia Holmes, Manager – HR Recruiter, 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

WE ARE AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY