

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 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/ 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

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