

**JOB ANNOUNCEMENT**  
**DEPUTY GENERAL COUNSEL**  
**NEW YORK STATE OFFICE OF CHILDREN AND FAMILY SERVICES**  
**RENSELAER, NEW YORK**

**Job Announcement**  
**Deputy General Counsel**

The Office of Children and Family Services (OCFS) serves New York's public by promoting the safety, permanency and well-being of the state's children, families and communities. OCFS is seeking an experienced attorney to serve as Deputy General Counsel in the agency's Legal Division.

OCFS is responsible for programs and services in the areas of foster care, adoption, child protective services, preventive services for children and families, services for pregnant adults, and protective programs for vulnerable adults. The agency is responsible for the functions performed by the State Commission for the Blind and Visually Handicapped; coordination of State government's response to the needs of Native Americans on reservations and in communities; oversight and monitoring of regulated and legally exempt child care providers and the Advantage After School Program; and providing child care services and programs. OCFS is also responsible for the full range of the State's juvenile justice program including, but not limited to administering and managing residential youth facilities, community-based group homes and other programs for juvenile delinquents and juvenile offenders placed in the custody of the OCFS Commissioner.

The Division of Legal Affairs supports the agency's mission by providing legal advice, counsel and support to OCFS staff on all matters concerning the agency and its programs. The Division's responsibilities include, but are not limited to issuing formal and informal legal opinions; developing and reviewing regulations, policies, proposed legislation, mandated reports, contract documents and responses to external audits; and acting as the agency's liaison to the New York State Office of the Attorney General in litigation matters.

The Deputy General Counsel position is based at OCFS's Home Office Campus, located in Rensselaer, New York. The person appointed to this position will supervise staff, and share the management of the Division's several bureaus with the other Deputy General Counsel. These bureaus include Child Welfare Services; Federal Compliance, Adult Services and Ethics; Legislation and Special Projects; Juvenile Justice Hearings, Litigation and Appeals; Child Care Enforcement; Employment Law and Information Technology Law. The Deputy General Counsel will report directly to the agency's General Counsel.

The duties of this position include, but are not limited to, the following:

- Planning, organizing and directing the work of the assigned legal bureaus.
- Developing and implementing policies and procedures that affect the agency and its Legal Division.
- Recommending proposed legislation which will impact OCFS.
- Assisting with the development of the Legal Division's annual budget.
- Advising and guiding the General Counsel and Deputy Commissioners on legal matters.
- Serving as the agency's General Counsel in her absence.
- Conducting legal research and drafting legal memoranda.
- Collaborating with OCFS managers and the New York State Attorney General's Office on agency-related litigation.
- Working with agency staff to manage and respond to Freedom of Information Law (FOIL) requests and audits.
- Representing the Commissioner and the Legal Division at meetings with parties outside the agency, conferences and other events, as requested by the Commissioner or General Counsel.

**JOB ANNOUNCEMENT**  
**DEPUTY GENERAL COUNSEL**  
**NEW YORK STATE OFFICE OF CHILDREN AND FAMILY SERVICES**  
**RENSELAER, NEW YORK**

Other duties, functions and responsibilities of this position will be discussed at the interview.

The minimum qualifications and preferred skills for this position are listed below.

**MINIMUM QUALIFICATIONS:**

1. Admission to the New York State bar.  
AND
2. A minimum of five years of recent, full-time, relevant experience.  
AND
3. A minimum of two years of experience supervising attorneys; OR performing highly complex and significant legal work.

To qualify for this position, a candidate must also:

1. Remain a member of the New York State bar in good standing for the duration of his or her employment;
2. Be admitted to practice law in New York state; and
3. Be a United States citizen, as required by the New York State Public Officer's Law.

**PREFERRED SKILLS:**

1. Eight or more years of full-time experience, after admission to any bar, performing highly complex and significant legal work, including any experience akin to the type of work performed by OCFS, as described above.
2. Legal experience in a supervisory role, or in a general counsel's office, at a local, state, or federal agency.
3. Litigation experience.
4. Excellent interpersonal and negotiation skills, including demonstrated success working collaboratively with colleagues and external stakeholders.

**SALARY:** Negotiable

**BENEFITS:** Membership in the New York State Retirement System; comprehensive health insurance coverage, including dental and vision; disability insurance coverage; eligibility for the New York State Deferred Compensation Program; paid leave; and free on-site parking.

**APPLICATION PROCEDURE:** To apply for this position, please send your professional resume and a cover letter to the address below. Your resume must clearly describe how you meet the minimum qualifications for this position. Your cover letter must establish that you have the preferred skills.

Office of Children and Family Services  
Room 231, 52 Washington Street, Rensselaer, New York 12144  
**ATTN: Human Resources;** or fax to (518)474-0017  
or email to [eoajobpostings@ocfs.state.ny.us](mailto:eoajobpostings@ocfs.state.ny.us)  
Due Date: May 3, 2018

**Candidates from diverse backgrounds are encouraged to apply. OCFS is an equal opportunity employer and is committed to workplace diversity.**

**JOB ANNOUNCEMENT**  
**DEPUTY GENERAL COUNSEL**  
**NEW YORK STATE OFFICE OF CHILDREN AND FAMILY SERVICES**  
**RENSELAER, NEW YORK**