



**State  
Police**

**KATHY HOCHUL**  
Governor

**STEVEN G. JAMES**  
Superintendent

**POSTING DATE: 10/01/2024**

**APPLICATION DUE BY: 10/31/2024**

**Title:** Assistant Counsel  
Starting Salary: \$130,000, or more commensurate with experience.

**Location:** Division Headquarters – Office of Division Counsel  
1220 Washington Avenue, Building 22  
Albany, New York 12226  
Albany County

**Salary Grade:** NS

**Employment Type:** Full-Time

**Work Days:** Monday-Friday

**Union Representation:** M/C

The Division of State Police is seeking to hire two (2) Assistant Counsels to work full-time in the Office of Division Counsel, which is responsible for providing a broad range of in-house general counsel services on behalf of the Division. Assistant Counsels report to Division Counsel through a Deputy Counsel and are responsible for providing legal advice on a wide variety of matters.

### **DUTIES**

- Assist the Counsel and Deputy Counsel in providing legal advice and counsel to the Superintendent and executive staff on a broad range of policy, operational, and legislative matters affecting Division operations.
- Provide legal support to field operations on a daily basis, which includes responding to field calls, providing legal guidance to the Uniform Force, Bureau of Criminal Investigation, and specialty units, and interfacing with prosecutors and courts across the State.
- Manage and oversee the defense of civil litigation brought against the Division and its employees, and provide legal and technical assistance to the Office of the Attorney General in its representation of the Division and individual employees.
- Participate in recruit instruction during Academy Basic School and assist in providing in-service training for sworn and non-sworn employees on a diverse range of topics.
- Handle disciplinary matters for sworn and non-sworn employees, including the prosecution of formal disciplinary charges at hearings.

- Respond to subpoenas and other demands for Division records.
- Perform other duties as requested by Counsel or Deputy Counsel.

### **MINIMUM QUALIFICATIONS**

- A Juris Doctorate degree from an ABA-approved law school and current admission to the New York State Bar;
- At least four years of professional legal experience as a licensed attorney; and
- Ability to successfully pass a State Police background investigation.

### **PREFERRED QUALIFICATIONS**

- At least four years of experience as a licensed attorney in the prosecution and/or defense of criminal proceedings; or
- At least four years of experience as a licensed attorney representing federal, state, and/or local governmental agencies or public officers in the defense of civil litigation; or
- At least four years of experience as a licensed attorney representing a law enforcement agency or other governmental entity with a public safety mission.

Resumes will be evaluated to determine whether candidates will proceed to the interview phase of the process.

### **HOW TO APPLY:**

Kindly send a letter of intent, complete resume and transcripts to:

**Email:** [personnelresumes@troopers.ny.gov](mailto:personnelresumes@troopers.ny.gov)

**Place in the Subject line:** *Assistant Counsel*

The New York State Police values a diverse and inclusive workforce where the unique skills of all employees are valued in support of the mission of the Division. Qualified candidates are considered for employment without the regard to age, race, color, religion, gender identity and expression, disability, national origin, gender, sexual orientation, military or veteran status or any other characteristic protected by law. The New York State Police is an equal opportunity/affirmative action employer that accept all applications from a wide range of candidates.

The New York State Police complies with federal and state laws and makes reasonable accommodations for qualified individuals with the disabilities and/or sincerely held religious belief. If a reasonable accommodation is needed to participate in the job application or interview process, please contact the Division Personnel Office at (518) 457-3840 or [personnel@troopers.ny.gov](mailto:personnel@troopers.ny.gov).