

DEPARTMENT OF ECONOMIC DEVELOPMENT
Vacancy Announcement

Position Title: Assistant Counsel

Due Date: 12/23/14

Grade: NS

Salary Range: \$80,000 - \$100,000

Negotiating Unit: 06

Appointment Type: Permanent

Jurisdictional Class: Exempt

Department: Counsel's Office

Location: 625 Broadway
Albany, NY 12245

Responsibilities:

Provide legal advice and counsel on all matters within the Department of Economic Development's (DED) scope, including tax credit, grant programs, freedom of information law requests, and intellectual property issues.

Duties include but are not limited to:

- Represent DED on all aspects of business and economic development matters. This includes to draft, negotiate and/or review diverse types of legal documents such as grant disbursement agreements, personal service contracts, and memoranda of understanding.
 - Respond to Freedom of Information Law requests for DED records.
 - Draft, review and/or advise on legislation, regulations, guidelines and/or executive orders affecting the Department.
 - Assist in the implementation of all such legislation, regulations, guidelines and/or executive orders.
 - Work with outside counsel and provide cross agency advice on intellectual property matters, including trademark registrations, monitoring and infringement prosecution.
 - Supervise outside counsel and consultants for DED.
 - Perform administrative and miscellaneous tasks assigned by the Deputy Commissioner/General Counsel.
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Minimum Requirements:

Education required: J. D. or LLB from accredited law school; admission to New York State Bar.

Experience required: 3 years of general legal experience OR relevant state government legal experience.

General knowledge of New York State law, intellectual property law, and Freedom of Information law is preferred.

Contact Information:

Contact Name: Michelle Pemberton

Address: NYS Department of Economic Development
Human Resources Office
625 Broadway
Albany, NY 12245

Fax: (518) 292-5852

E-Mail: DED-HR@esd.ny.gov

Additional: Please forward cover letter and resume to e-mail address above. (*New York State is an equal opportunity/affirmative action employer.*)

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