



**Executive Division**  
**Operations Department—New York City**  
**Associate Director of Operations**  
**Reference No. EXEC/OPS\_NYC\_ADO\_6384**

**Application Deadline is May 16, 2025**

The Operations Department within the Office of the New York State Attorney General's (OAG) [Executive Division](#) is seeking a motivated and dynamic candidate to serve as an Associate Director of Operations. The Operations Department is responsible for scheduling, staffing, and advancing the Attorney General (AG), preparing briefings for the AG, and coordinating key, organization wide projects. The Associate Director of Operations will report to the Director of Strategic Planning and be based in the New York City office.

**Duties:**

- Coordinate with OAG's press, intergovernmental, policy, and legal staff about the AG's day-to-day operations;
- Communicate with external and internal stakeholders about events and meetings the AG will be attending;
- Supervise one or two members of the Executive Operations team;
- Advance, staff, and travel to events hosted by third parties at which the AG appears;
- Manage the substantive briefings process for the AG's meetings and public events;
- Manage the vetting process and oversee conflicts checks on individuals and organizations with whom the AG engages; and
- Manage other special projects and key duties, as assigned.

**Qualifications:**

- A minimum of seven (7) years of relevant work experience;
- Organized and detail oriented with the ability to proactively manage work to meet tight deadlines;
- Sound judgement and effective problem solving/troubleshooting skills. Can operate in a fast-paced, dynamic environment handling multiple moving parts simultaneously;
- Highly collaborative with strong interpersonal and relationship management skills. Must work equally well independently and with others;
- Strong verbal and written communication skills and experience handling sensitive and confidential materials with discretion; and
- Periodic availability to work outside of normal business hours for travel in New York state and nationally.

**Preferred Skills and Experience:**

- Prior experience staffing, advancing, and/or supporting a high-profile principal;
- Familiarity with New York state or New York City elected officials or government institutions; and
- Prior experience managing/supervising staff.

**The annual salary for this position is \$107,164 + \$4,000 in location pay.** As an employee of OAG, you will join a team of dedicated individuals who work to serve the people of our state through a wide variety of occupations. We offer a comprehensive New York state benefits package, including paid leave, health, dental, vision, and retirement benefits, and family-friendly policies. Additionally, OAG offers a robust Workplace Flexibilities Program with multiple options for employees, including telecommuting (up to two days per week) and alternative work schedules.

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

## How to Apply

Applications must be submitted online. To apply, please click on the following link: [EXEC/OPS NYC ADO 6384](#)

**To ensure consideration, applications must be received by close of business on May 16, 2025**

Applicants must be prepared to submit a complete application consisting of the following:

- **Cover Letter**
  - You may address your letter to the Legal Recruitment Unit.
  - Indicate why you are interested in this position and what makes you a strong candidate. You may wish to include information about what life experiences you will bring to the position that will enhance the Office's ability to better serve the diverse population of this state.
- **Resume**
- **Writing Sample**
  - Your sample should demonstrate your ability to analyze and organize information into an effective document that is well-organized and error-free.
  - If needed, please include a cover page to provide the reviewer with any relevant context or background information.
- **List of three (3) references**
  - Submit only professional references; supervisory references are preferred.
  - For each reference, indicate the nature and duration of your relationship.
  - Include contact information and email addresses for each reference.
  - Please note that your references will not be contacted until after you interview for the position.

**If you have questions regarding a position with OAG, the application process, or need assistance with submitting your application, please contact Legal Recruitment via email at [recruitment@ag.ny.gov](mailto:recruitment@ag.ny.gov) or phone at 212-416-8080.**

**For more information about OAG, please visit our website: [ag.ny.gov](http://ag.ny.gov)**