ALBANY
NEW YORK | EST. 1686

Mayor
Dr. Dorcey L. Applyrs

Office of Human Resources
Tatiana Diaz, Director

Albany City Hall
24 Eagle Street, Rm 301
(p) 518-434-5049
(f) 518-434-5269

Notice of Job Opening

Position:	Senior Assistant Corporation Counsel Applicants must meet the requirements outlined in the enclosed job description. The City of Albany is seeking a talented, dedicated, and solutions-oriented attorney to join its legal team as a Senior Assistant Corporation Counsel. This is an opportunity to put your legal expertise to work in service of the public, helping shape the decisions, policies, and practices that support a thriving city. In this role, you will partner with City departments and officials to navigate complex legal matters, advance city priorities, and help ensure the effective delivery of essential services to Albany's residents. The ideal candidate is a thoughtful and resourceful legal professional with strong research, writing, and analytical skills, sound judgment, and a commitment to public service. Experience in municipal law, labor and employment matters, litigation or related legal areas is preferred. Success in this role requires the ability to communicate complex legal issues clearly, balance competing priorities, collaborate across departments, and develop practical, well-reasoned solutions in a dynamic local government environment. Join the City of Albany and make your legal career count. As Senior Assistant Corporation Counsel, you will have the opportunity to apply your skills to meaningful challenges, work alongside dedicated public servants, and contribute to the legal foundation that helps our city move forward. If you are looking for a role where your expertise can make a lasting difference in the community, we invite you to be part of our team. PLEASE NOTE: This position's civil service jurisdictional classification is exempt.
Department:	Law
Vacancies to be filled:	1
Rate of Pay:	$95,260 - $134,650 Annually Commensurate with qualifications and experience

The City of Albany is an Equal Opportunity /Affirmative Action Employer.

Posted on Tuesday, November 3rd, 2026

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Schedule:	37.5 hours/week 8:30 a.m. – 5:00 p.m.
Application Deadline:	**Until Filled** All applicants must submit an application online via jobs.albanyny.gov to be considered for the job opening.
Residency Preference:	Preference in hiring is given to qualified City of Albany residents. All candidates must reside in the following counties at the time of appointment and throughout their employment. Proof of residency will be required at time of appointment. o Albany County o Rensselaer County o Schenectady County o Saratoga County o Greene County o Columbia County o Schoharie County

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SENIOR ASSISTANT CORPORATION COUNSEL

DISTINGUISHING FEATURES OF THE CLASS: This is professional legal work in the office of the Corporation Counsel, including research, preparation of opinions and motion practice. Duties require the exercise of independent legal judgement and review assignments of Assistant Corporation Counsels. Work is subject to review by the Corporation Counsel through discussion.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Research studies; gathers facts, interviews witnesses, draws complaints, prepares pleadings and tries issues of law and fact;
- Attends meetings at which ordinances to be drafted are discussed and drafts ordinances and resolutions;
- Draws and reviews contracts, leases and other legal documents;
- Investigates the adjustment of claims for and against the City;
- Sits in on hearings as department advisor and provides legal opinions;
- Represents the city and officers in actions, suits, claims, and proceedings in state and federal courts;
- Conducts criminal prosecutions for violations of ordinances;
- Submits recommendations to and discusses cases with a technical superior for information and advice;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of local and state laws and the established precedents and sources of legal reference involved;
- Good knowledge of court procedures and rules of evidence;
- Skill in preparing and trying cases;
- Ability in the preparation of proposed legislation, opinions, resolutions, contracts and other legal documents;
- Ability to organize, interpret and apply legal principles and knowledge to the particular circumstances;
- Ability to meet and effectively deal with persons interested in legal matters under consideration;
- Working knowledge of personal computers and office equipment;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- Graduation from an accredited law school with a Juris Doctor (J.D.) degree or Bachelor of Laws (LL.B.) degree. Three (3) years of experience in practicing law is preferred. Preference may be given to a candidate with experience in the practice of civil law. Litigation and contract experience preferred.

Note: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at http://www.cs.ny.gov/jobseeker/degrees.cfm. You must pay the required evaluation fee.

NECESSARY SPECIAL REQUIREMENT: Possession of a valid license to practice law in the State of New York.

Revised: 10/29/2024
10/28/2026