



NYSUT Office of General Counsel - Associate Counsel Job Posting

Latham Office (Two Positions)

**Title: Associate Counsel**

**Department: Office of General Counsel, Headquarters (Latham, NY)**

**Salary: Commensurate with Experience**

**Date: January 22, 2021**

NYSUT Office of General Counsel

New York State United Teachers (“NYSUT”) seeks two attorneys to fill positions with the Office of General Counsel at its Latham, New York, location, just outside Albany in the Capital District. NYSUT is a statewide labor organization affiliated with more than 1,200 local unions, each representing its own members, and is affiliated with two national unions, the American Federation of Teachers (AFT) and the National Education Association (NEA). NYSUT represents more than 600,000 people who work in, or are retired from, New York's schools, colleges, and healthcare facilities, including teachers, teacher aides and assistants, college and university faculty and professional staff, school bus drivers, custodians, secretaries, cafeteria workers, nurses and healthcare technicians. The successful candidate should have a commitment to the labor movement and its members.

NYSUT’s Office of General Counsel is an in-house union counsel’s office of approximately 35 attorneys. The Office of General Counsel provides representation and guidance in a variety of settings in both the public and private sectors. The Office of General Counsel is a collegial environment where attorneys support one another and often work together on litigation. The successful candidate should be prepared to work collaboratively with the office’s attorneys, managers and support staff as well as with the larger organization’s officers, employees, local unions and union members.

NYSUT offers a competitive salary and benefits; and provides and pays for continuing legal education and training. NYSUT’s Office of General Counsel supports the interests of our attorneys in balancing a challenging professional career with their personal lives and other outside interests and responsibilities.

## Position Summary

The primary responsibilities of an Associate Counsel are to represent NYSUT, its members and local unions in litigation in state and federal agencies and courts, and in arbitration proceedings, including representing members in disciplinary matters. In court, Associate Counsel have the opportunity to appear at both the trial and appellate level, handling a case from filing to final judgment or settlement. The attorney will have an independent caseload and the opportunity to work on a wide variety of cases and matters. There is a balance of autonomy, with support from managing attorneys and colleagues. The attorney will provide legal advice on a wide spectrum of labor and employment, and government matters, including those relating to the Education Law, Labor Law and Civil Service Law. Opportunities to provide education and training to members, union leaders and NYSUT staff are available to attorneys of every level of experience. Opportunities may be available to advise NYSUT and its related organizations on compliance and contract matters, where NYSUT acts as an employer, maintains a trust, is a party to a contract, or is otherwise regulated by the IRS, Department of Labor, and various other state and federal agencies.

In-state travel is required for court and arbitration appearances.

Required Skills and Experience: The successful candidate should have a minimum of 5+ years of litigation experience, including experience handling arbitrations, in addition to having substantial knowledge in the areas of civil litigation, Education, and Labor and Employment Law in both the public and private sectors. The successful candidate also should have strong research, writing, analytical, advocacy, and client counseling skills; experience drafting legal pleadings and memoranda; and negotiating, drafting and reviewing settlement agreements. And, the successful candidate should be proficient with the technologies used by a modern law office to communicate, conduct research, and maintain case and document management systems as well as to litigate cases remotely, including technologies such as Outlook, SharePoint, Westlaw, Teams, Zoom, and the like.

Qualifications: Admitted to the New York Bar; admitted to at least one federal district court preferred; knowledge of the labor movement and its objectives; ability to manage a caseload and to work on a team.

To apply for a position as an Associate Counsel with NYSUT, please send a cover letter, resume and writing sample by February 26, 2021 to [HR@nysut.org](mailto:HR@nysut.org).

*NYSUT is proud to be an equal opportunity employer. NYSUT is committed to building a diverse and inclusive team. Women, people of color, and LGBTQ people are encouraged to apply.*

*New York State United Teachers is affiliated with the American Federation of Teachers, NEA, AFL-CIO, representing teachers and other professionals, school related professionals, higher education professionals, health care professionals and retirees. [www.nysut.org](http://www.nysut.org)*