

**Job Announcement**

**Associate Counsel**

**Bureau of Legal Affairs**

**NYS Office of Children and Family Services**

**Salary: approx. \$110,000**

The New York State Office of Children and Family Services (OCFS) is seeking an experienced attorney to serve as the Associate Counsel for Information Technology and Records Retention (Bureau Head). This position is based at OCFS' Home Office Campus located in Rensselaer, NY.

The candidate will supervise staff, manage the agency's electronic discovery process as needed for litigation and investigations, and work on projects involving electronically stored information, back-end information technology-based litigation hold consultation, substantive data analysis, data (database) extraction for production privilege and privacy review of records, and record retention. Such projects may include application development, litigation preparation, and policy development and review.

The duties of the candidate include, but are not limited to, the following:

- Provide legal support to the agency regarding information technology issues including data security and breach issues and the development of initiatives that meet the agency's growing technology needs;
- Act as the agency's legal liaison with the Office of Information Technology Services;
- Provide legal support relating to the agency's records retention policies and procedures;
- Review agency policies relating to use of electronic devices and social media;
- Participate in agency initiatives relating to cybersecurity;
- Provide legal support relating to federal funding for information technology projects;
- Participate on the agency's information technology portfolio project board;
- Serve as the subject matter expert on all eDiscovery rules, regulations, tools and applications;
- Provide managerial oversight of eDiscovery process including strategic planning, predictive analysis, platform decisions, litigation and investigation support, information management and prioritization;
- Manage multiple projects throughout the electronic discovery lifecycle and developing customized technical solutions;
- Create and conduct training for legal division staff related to eDiscovery;
- Oversee the bureau's conduct of database searches including culling and extrapolating data using various methods, (i.e. keyword searching, date culling, privilege and responsiveness review, redaction, etc.), and producing reports of search results;
- Oversee the bureau's maintenance and audit of a master litigation hold report of employees placed on litigation hold throughout the agency, including the addition or deletion of new and former employees;
- Participate in conference calls and court appearances when necessary with staff attorneys;

- Conduct software analysis regarding new product purchases or enhancements;
- Supervise staff assigned to the work of the Information Technology and Record Retention Bureau in Counsel's Office.

New York State employment offers many benefits, including: membership in the New York State and Local Retirement System; comprehensive health insurance coverage, including dental and vision care; eligibility for participation in the New York State Deferred Compensation Program; and free parking.

**The minimum qualifications for this position are:** Candidates **MUST** have been admitted to the New York State Bar and must have had four years of experience in the practice of law subsequent to admission to the bar **AND** the candidate **MUST** also be familiar with the aspect of technology law as it relates to records retention and the electronic discovery process for litigation and investigations, including production privilege and privacy review of records.

**Please specify in your cover letter and/or resume how you meet the minimum qualifications (as described above) when responding to this posting.** Non-specific submissions may be disqualified from further consideration if the information you provide does not meet the minimum qualifications.

Qualified and interested individuals should forward a letter with their resume to:

**The NYS Office of Children and Family Services  
Bureau of Personnel  
52 Washington Street, Room 231N  
Rensselaer, NY 12144  
Attn: Jeremy Fischer  
Due Date: August 31, 2015  
EOA # JF-1**

As an applicant for employment with the Office of Children and Family Services, you will be subject to required screening which includes a check by the New York State Statewide Central Registry of Child Abuse and Maltreatment, and a fingerprint check with the New York State Division of Criminal Justice Services and the FBI.