

Assistant Attorney General

ROBERT SMITH

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Objective

Expertise in handling disputes in the commercial and managing documents, processes, and people. Capable litigator with excellent courtroom experience for both business and criminal clients.

Skills

Management, Hard Working.

Work Experience

Assistant Attorney General

ABC Corporation - March 1984 - February 1995

- Coordinated the administration of approximately attorneys and support personnel in Albany and the Departments regional offices.
- Responsible for the development and implementation of litigation policy, recruitment and training of personnel, budgetary determinations.
- Assisted in the development of a computerized docket system.
- Served as Co-Chair of departmental AIDS Coordinating Committee and a member of the Computerized Case Management Committee.
- Organized annual in-house training seminars involving attorneys and paraprofessionals engaging in 30 workshops.
- Supervised Correspondence Unit and Not-For-Profit Corporation Unit.
- Developed a legal education program for at-risk high school students.

Assistant Attorney General

ABC Corporation - December 1979 - March 1984

- Assisted the Litigation Bureau Chief in the administration of 20 attorneys and 25 support personnel.
- Performed a variety of administrative projects involving other Bureaus and Offices.
- Litigated cases on behalf of State agencies.
- Client agencies included Departments of Health, Civil Service, Taxation and Finance, and Correctional Services; the Office of General Services; The Division of Parole and the State University of New York.
- Litigated matters included International Service Agencies v United Way of New York State, 437 N.Y.S.2d 533 (defense of the State Employee Federated Appeal charitable giving drive); Zanger v Chinlund, 430 N.Y.S.2d 1002 (defense of Freedom of Information).
- Conducted investigation of landlords who refused to rent to families with children, resulting in major changes in policies of apartment complex owners in the Albany area.
- Drafted and reviewed legislation.

Education

Juris Doctor - (Albany Law School of Union University - Albany, NY)