

**City of New York
DEPARTMENT OF BUILDINGS
Job Posting Notice**

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| Civil Service Title: AGENCY ATTORNEY | Level: 03 |
| Title Code No: 30087 | Salary: \$70,034.00-\$100,000.00 |
| Business Title: Assistant General Counsel | Work Location: 280 Broadway, 7th Floor, N.Y. |
| Division/Work Unit: General Counsel's Office | Number of Positions: 1 |
| Job ID: 201374 | Hours/Shift: 35 Hours (minimum) |
| Job Description | |
| <p>Responsibilities may include all or some of the following: -Advise and handle matters relating to tenant harassment, SROs/hostels, illegal hotels and affordable housing. -Handle labor and employment law matters. -Respond to inquiries regarding NYC Construction Codes, NYC Zoning Resolution, NYC Charter and NYS Multiple Dwelling Law from the private sector as well as from DOB staff and other agencies. -Liaise litigation cases with the NYC Law Department. -Handle cases at the Board of Standards and Appeals, including drafting written submissions and oral presentations. -Draft and review legislation, rules and Buildings Bulletins and assist in formatting and publication of rules and legislation. -Contract Review (will require yearly filing of Conflict of Interest Board financial disclosure form). -Review legal documents (e.g. easements, zoning lot documents, etc.) and advise Borough Office and other staff. -FOIL Appeals Officer. -Advise Agency on Conflict of Interest matters. -Handle other tasks or special projects, as needed.</p> | |
| Minimum Qualification Requirements | |
| <p>1. Admission to the New York State Bar; and either "2" or "3" below. 2. One year of satisfactory United States legal experience subsequent to admission to any state bar; or 3. Six months of satisfactory service as an Agency Attorney Interne (30086). Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment. In addition to meeting the minimum Qualification Requirements: To be assigned to Assignment Level (AL) II, candidates must have one year of experience at Assignment Level I or two years of comparable legal experience subsequent to admission to the bar, in the areas of law related to the assignment. To be assigned to AL III candidates must have two years of experience in Assignment Levels I and/or II or three years of comparable legal experience subsequent to admission to the bar, in the areas of law related to the assignment.</p> | |
| Residency Requirement | |
| <p>New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.</p> | |
| To Apply | |
| <p>For Non-City/External Candidates: Visit the www.nyc.gov/jobs/search and search for the specific Job ID #.</p> <p>For Current City Employees: Visit www.nyc.gov/ess to view and apply for available positions. Click on Recruiting Activities, Careers, and search for the specific Job ID #.</p> <p>No phone calls, faxes or personal inquiries permitted. NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED</p> | |
| Posting Date: 07/22/2015 | Post Until: Filled |

The City of New York is an Equal Opportunity Employer