

**City of New York**  
**DEPT. OF HOMELESS SERVICES**  
**Job Vacancy Notice**

<b>Civil Service Title:</b> AGENCY ATTORNEY	<b>Level:</b> II
<b>Title Code No:</b> 30087	<b>Salary:</b> \$64,394.00/\$74,053.00 -\$96,499.00 <b>Frequency:</b> ANNUAL
<b>Office Title:</b> Agency Attorney for Contracts	<b>Work location:</b> 33 Beaver Street MANHATTAN, NY 10004
<b>Division/Work Unit:</b> Legal/Legal Affairs	<b>Number of Positions:</b> 1
<b>Hours/Shift:</b> Mon. - Fri. 9:00am – 5:00pm	<b>Agency Tracking #:</b> 2943 <b>POSITION#:</b> 2977

**Job Description**

The NYC Department of Homeless Services (DHS), Office of Legal Affairs seeks an Agency Attorney II to serve as Agency Attorney for Contracts. Under the direction of the Senior Counsel for Contracts, s/he will conduct legal research, draft legal memoranda and provide legal advice on procurement and contract issues; draft contracts, memoranda of understanding and other agreements and review and revise drafts thereof; represent DHS in contract negotiations on an as-needed basis; and provide legal assistance to ensure compliance with the NYC Procurement Policy Board (PPB) Rules and other applicable rules, regulations, and laws governing procurement and contract issues.

Additionally, the attorney will review, develop and draft Agency Policies, Procedures and Operational Plans. As part of this process, the attorney will analyze the current state of the law to ensure that an assigned policy and procedure complies with the governing law. Moreover, the attorney, under the direction of the Senior Counsel or Deputy General Counsel, will also litigate or coordinate the litigation of assigned cases, including but not limited to preparing charging documents of pleadings; interviewing witnesses; preparing affidavits; developing and coordinating litigation strategy (e.g., advising on presentation of witnesses or other evidence at hearing or trial); drafting Litigation papers (e.g., responsive pleadings, motions, memoranda of law, position statements, etc.); negotiating settlements; and appearing in court or Administrative Tribunals to argue motions, writs, petitions, hearings and other matters associated with the assigned case. Finally, the attorney will complete other research and special projects as assigned by the General Counsel or Deputy General Counsel.

**Qualification Requirements**

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.

**Preferred Skills**

N/A

**To Apply:**

For City Employees, please go to Employee Self Service (ESS), click on Recruiting Activities/Careers.

For all other applicants, please go to the [NYC Careers website](#).

Most public libraries have computers available for use.

No phone calls, faxes, emails and personal inquiries permitted.

**Post Date:** 11/9/2015

**Post Until:** 11/24/2015

**JVN:** 071-2016-222120

**The City of New York is an Equal Opportunity Employer.**