

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

Civil Service Title: Agency Attorney	Level: 2
Title Code No: 30086	Salary: \$64,394.00/\$74,053.00 -\$96,499.00 Frequency: ANNUAL
Office Title: Agency Attorney	Work location: 33 Beaver Street NY, NY 10004
Division/Work Unit: Legal/Legal Affairs	Number of Positions: 1
Hours/Shift: Mon. – Fri. 9:00AM – 5:00PM	Agency Tracking #: 2973 POSITION#: 2977

Job Description

REPOST

The NYC Department of Homeless Services (DHS) seeks an Agency Attorney II to serve in its Operations and Legal Services Unit. Under the direction of the Deputy General Counsel of Operations and Legal Services and her designated supervisors, the Agency Attorney shall collaborate with Department personnel (particularly within the Fiscal and Procurement Services and Capacity Planning and Development divisions), Mayor's Office of Contract Services and New York City Law Department to draft and obtain the required approval(s) for the Department's contracts. The attorney shall analyze Department policies, procedures and the state of the law to deliver legal advice regarding procurement, labor and employment, zoning and land use and compliance matters. Additionally, the attorney shall litigate and assist with coordination of litigation of assigned cases (particularly, employee discipline matters). This includes but is not limited to interviewing witnesses, preparing affidavits, drafting litigation papers, negotiating settlements, appearing in administrative tribunals and courts to argue motions, hearings and other matters associated with the assigned case.

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.

NOTE

In addition to meeting the minimum Qualification Requirements:

To be assigned to 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

Prior experience with drafting contracts and litigation preferred.

Residency Requirement

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.

To Apply:

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

For all other applicants, please go to NYC Careers by using the following link <https://a127-jobs.nyc.gov/>.

Most public libraries have computers available for use.

No phone calls, faxes, e-mails and personal inquiries permitted.

Post Date: 12/2/2015

Post Until: 12/16/2015

JVN: 071-2016-224474

The City of New York is an Equal Opportunity Employer.