

**City of New York  
Department of Information Technology & Telecommunications  
Job Posting Notice**

<b>Civil Service Title:</b> Agency Attorney	<b>Level:</b> 01
<b>Title Code No:</b> 30087	<b>Salary:</b> \$57,005/\$65,556 - \$80,000
<b>Business Title:</b> MOME Staff Attorney	<b>Work Location:</b> Manhattan, NY
<b>Division/Work Unit:</b> Mayor's Office of Media & Entertainment (MOME)	<b>Number of Positions:</b> 1
<b>Job ID:</b> 243973	<b>Hours/Shift:</b> Day - Due to the necessary duties of this position in a 24/7 operation, candidate may be required to work various shifts such as weekends and/or evenings.
<b>Job Description</b> <b>(New York City Residency required within 90 days of appointment)</b>	
<p>The Mayor's Office of Media and Entertainment is comprised of two divisions: the Office of Film, Theatre, and Broadcasting, and NYC Media. The Office of Film, Theatre and Broadcasting serves as a one-stop shop for the entertainment industry and promotes New York City as a thriving center of creativity, issuing permits for productions filming on public property, and facilitating production throughout the five boroughs. NYC Media is the City's official broadcast network and media production group, with programming that informs, educates, and entertains New Yorkers about the City's diverse people, neighborhoods, services, attractions, and activities.</p> <p>The successful candidate will serve as a Staff Attorney reporting to the Mayor's Office of Media &amp; Entertainment (MOME). Responsibilities will include: Draft, negotiate and review all forms of contracts, including production agreements, service agreements, memoranda of understanding and third party agreements with vendors and partners; provide legal guidance on contracts, production guidelines, rights clearances, regulations and best practices to relevant internal and external clients; negotiate with outside parties, outside counsel, and vendors; work with General Counsel to insure compliance with regulatory requirements, contractual commitments and corporate policies; conduct legal research and prepare briefing memos; maintain contract files; work with and supervise legal interns.</p>	
<b>Minimum Qualification Requirements</b>	
<p>1. Admission to the New York State Bar; and either "2" or "3" below. -or- 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).</p> <p>Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment.</p> <p>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>	
<b>Preferred Skills</b>	
<p>The successful candidate should possess the following: Excellent communication skills, both oral and written; excellent analytical and diplomatic skills; works well with others and enjoys team work; strong organizational skills and ability to prioritize workload and manage projects; and enjoys tackling novel issues and working strategically and innovatively to solve legal problems.</p>	
<b>To Apply</b>	
<p>For City Employees, please go to Employee Self Service (ESS), click on Recruiting Activities &gt; Careers, and search for Job ID #243973 For all other applicants, please go to <a href="http://www.nyc.gov/jobs/search">www.nyc.gov/jobs/search</a> and search for Job ID #243973 -or- If you do not have access to a computer, please mail resume indicating Job ID # to: Department of Information Technology and Telecommunications (DoITT) Recruitment Office - 255 Greenwich Street - 9th Floor - New York, NY 10007</p>	
<p><b>SUBMISSION OF A RESUME IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW APPOINTMENTS ARE SUBJECT TO OVERSIGHT APPROVAL</b></p>	
<b>Posting Date:</b> June 29, 2016	<b>Post Until:</b> Filled

The Department of Information Technology & Telecommunications and the City of New York are equal opportunity employers.