# City of New York
# DEPARTMENT OF CORRECTION
# Job Posting Notice

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| **Civil Service Title:** Agency Attorney | **Level:** III |
| **Title Code No:** 30087 | **Salary:** $70,034/$80,539-$103,389<br>**Frequency:** ANNUAL |
| **Business Title:** Agency Attorney | **Work Location:** 75-20 Astoria Blvd.,<br>East Elmhurst, NY 11370 |
| **Division/Work Unit:** Legal/General Counsel | **Number of Positions:** 4 |
| **Job ID:** 235803 | **Hours/Shift:** Day Tour |

## Job Description

The General Counsel's Office serves as the in-house legal department for the New York City Department of Correction. Attorneys in this office handle diverse legal areas including New York City correction law; freedom of information law (FOIL); employment law; departmental rules, regulations and directives and perform other related duties. Under close supervision, the selected candidates will receive training and practical experience on a range of Correction and other legal matters and assist in the defense of litigation against the Department, duties include but are not limited to, performing research on legal issues, drafting memoranda, reviewing Department rules, regulations and directives, communicating with the NYC Law Department on cases, performing administrative tasks such as document production and assisting with investigations into claims of discrimination pursuant to Equal Employment Opportunity complaints.

Under direction with wide latitude for independent judgment and action, Agency Attorneys assist in the defense of litigation brought against the Department and its employees in matters arising under Section 1983 of the federal Civil Rights Law, State common law tort cases, and all other matters of civil litigation which may affect the Department of Correction; responsible for investigating and preparing responses to administrative complaints brought by employees involving violations of various equal employment statutes; offer counsel and advice on a wide range of administrative, commercial, and litigation affairs; research matters of criminal law in foreign jurisdictions to determine applicability of recent City law restricting the power of the Department to enforce detainers issued by the United State Agency for Immigration and Customs Enforcement; educate and provide documents to counsel from the Law Department in order to defend lawsuits commenced against the Department; advise Executive Staff of the legality of potential policy changes; respond to subpoenas and FOIL request served on the Department; and perform related duties as assigned.

## Minimum 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 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

A minimum of three (3) years experience with litigation or administrative matters in a governmental agency is preferred.

Excellent writing, communication, inter-personal, analytical, research, problem-solving, multi-tasking and organizational skills.

## 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: Go to Employee Self-Service (ESS) - www.nyc.gov/ess. Click on Recruiting Activities > Careers and search for Job ID#: 235803

For all other applicants: Go to www.nyc.gov/careers/search and search for Job ID#: 235803

Submission of a resume is not a guarantee that you will receive an interview.
Only those candidates under consideration will be contacted.

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| **Posting Date:** 03/17/16 | **Post Until:** 04/15/16 |

**The Department of Correction and the City of New York are Equal Opportunity Employers**