CITY OF NEW YORK
DEPARTMENT OF CORRECTION
JOB POSTING NOTICE
REPOST

Civil Service Title: Agency Attorney	**Level:** I/II/III *
Title Code No: 30087	**Salary:** TBD **Frequency:** ANNUAL
Business Title: Agency Attorney	**Work Location:** 75-20 Astoria Blvd., East Elmhurst, NY 11370
Division/Work Unit: Trials & Litigation	**Number of Positions:** 14
Job ID: 236428	**Hours/Shift:** Day

Job Description

The New York City Department of Corrections (DOC) provides for the care, custody, and control of persons accused of crimes or convicted and sentenced to one-year or less of jail time. The DOC manages 12 inmate facilities, nine of which are located on Rikers Island. In addition, the department operates two hospital prison wards (Bellevue and Elmhurst hospitals) and court holding facilities in Criminal, Supreme, and Family Court in each borough. The DOC seeks to recruit experienced Attorneys to work in the Trials and Litigation Unit. Under general supervision and with wide latitude for independent judgment and action, the selected candidates will be responsible for, but not limited to the following:

- Evaluating disciplinary matters for legal sufficiency;
- Drafting formal Departmental charges against DOC uniform and non-uniform employees;
- Preparing and reviewing of required documents and reciprocal discovery;
- Conducting interviews with potential witnesses;
- Reviewing audio and video tape evidence and making comparative reviews;
- Representing the Department during informal settlement negotiations with opposing counsel;
- Conducting informal conferences concerning disciplinary cases at the Office of Administrative Trials and Hearings (O.A.T.H.);
- Recommending appropriate dispositions on disciplinary matters;
- Preparing memoranda detailing evidence and recommended negotiated plea agreements (settlements);
- Preparing disciplinary matters that are not settled for formal hearings at O.A.T.H;
- Conducting formal hearings on disciplinary charges at O.A.T.H. against employees of the Department;
- Researching legal issues for appellate argument as the Department's representative, before the New York City Civil Service Commission;
- Handling "on call" for specified time periods for assistance, to determine whether reasonable suspicion exists for authorization to conduct urinalysis testing of a member of the Department;
- 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.

Special Note

- Various Levels (One through Three)
- Salary and Level to be determined by experience/qualifications.

Preferred Skills

- Attorneys with seven (7) or more years of litigation experience is preferred;
- Excellent writing, communication, interpersonal, 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 and search for **Job ID# 236428**

For all other applicants: Go to https://a127-jobs.nyc.gov and search for **Job ID# 236428**

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

Posting Date: 5/17/6	**Post Until:** 5/20/16

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