

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

Civil Service Title: Agency Attorney Interne	Level: N/A
Title Code No: 30086	Salary: \$56,257.00 - \$68,304.00 Frequency: ANNUAL
Office Title: Reasonable Accommodation (RA) Legal Coordinator	Work location: 75-20 Astoria Boulevard, East Elmhurst, New York 11370
Division/Work Unit: EEO	Number of Positions: 1
Job ID: 237617	Hours/Shift: Day (however, may require tour changes based on the availability of staff)

Job Description

The New York City Department of Correction is one of the largest municipal jail systems in the United States. It provides for the care, custody and control of inmates, 16 years of age and older, accused of crimes or convicted and sentenced to incarceration of one year or less. The Department of Correction operates 14 inmate jail facilities including ten that are on Riker's Island, the court pens in the five boroughs, and two prison hospital wards, handles approximately 81,000 admissions each year, manages an average daily population of over 11,500 inmates, and employs more than 10,000 uniformed and non-uniformed staff.

The Office of Equal Employment Opportunity (EEO) is integral to the Department of Correction's efforts to ensure the integrity, professionalism, and accountability of its staff. The EEO Unit is responsible for conducting highly sensitive and confidential investigations into departmental employee discrimination and/or harassment complaints. Additionally, the EEO unit is responsible for responding to all requests for reasonable accommodations. Reasonable accommodation requests are made in connection with disabilities; pregnancy, childbirth, and related medical conditions; religious beliefs, observances, and practices; or for victims of domestic violence, sex offenses or stalking.

The Reasonable Accommodation Legal Coordinator will work with the Disability Rights Coordinator (DRC) to determine eligibility and effective accommodations for individuals with disabilities under the American with Disabilities Act (ADA), ADAAA, Section 504 of the Vocational Rehabilitation Act, and other applicable city, state and federal civil rights legislation; conduct legal research in preparation of determinations; verify disability documentation provided by physicians or other appropriate professionals to determine eligibility and functional limitations requiring accommodations; thoroughly document basis for determination of eligibility for disability accommodations and services; ensure timely review of applications, eligibility, determination, and notification of accommodations; maintain files in a highly confidential manner; and compile and analyze data to prepare reports and other outputs. The RA Legal Coordinator will conduct regular and comprehensive assessments of the effectiveness of support resources by collecting and analyzing data; work collaboratively to assist with other department assessment activities; participate in the development of a tracking initiative; provide input on policy and program development for the office; and perform other duties as assigned.

Minimum Qualification Requirements

Graduation from an accredited United States law school as defined in the Rules of the New York Court of Appeals (Section 550.3 or 520.5) or admission to the New York State Bar.

Preferred Skills

Preferred skills include: excellent communications skills, strong analytical and writing skills, the ability to be objective and thorough in conducting investigations, and knowledge of the legal framework and procedures involving accommodations for individuals with disabilities through city, state and federal laws and regulations.

Residency Requirements

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# 237617

For all other applicants: Go to <https://a127-jobs.nyc.gov> and search for Job ID# 237617

Submission of a resume is not a guarantee that you will receive an interview.

Only candidates under consideration will be contacted.

Post Date: 4/4/16

Post Until: 4/18/16

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