### Civil Service Title: Agency Attorney

<table>
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<tr>
<th>Title Code No:</th>
<th>30086</th>
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<tbody>
<tr>
<td>Salary:</td>
<td>$63,397- $67,000ANNUAL</td>
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<td>Job ID:</td>
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### Business Title: Agency Attorney Intern

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<tr>
<th>Work Location:</th>
<th>22 Reade Street</th>
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### Division/Work Unit: Board of Standards and Appeal

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<th>Number of Positions:</th>
<th>1</th>
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### Job Description

The NYC Board of Standards and Appeals is a critical component of the City’s regulation of land use, development and construction in New York City. The Board is an independent, administrative review body, with the power to grant relief to landowners whose property is deemed unduly restricted by the City’s Zoning Resolution and Building Code. The Board is composed of five full-time commissioners appointed by the Mayor. The Board’s staff includes an executive director, general counsel and plan examiners.

The Board’s mandate includes: providing expert review of zoning variance and special permit applications; appeals to determinations made by the Department of Buildings and Fire Department based on legal doctrine; revocations or modifications of certificates of occupancy; and waivers from other laws, including the Multiple Dwelling Law and the General City Law.

Under supervision of the General Counsel, the Agency Attorney Intern will:

- Draft decisions for adoption by the Board;
- Analyze and identify complicated legal issues, conduct independent research, and prepare memoranda of law;
- Review applications for development projects and appeals to zoning determinations;
- Meet with applicants on proposed development projects and advise on legal parameters;
- Liaison with other agencies, including the Department of Buildings and the City’s Law Department;
- Draft responses to inquiries from applicants and members of the public;
- Attend all public meetings of the Board;
- Advise staff members on agency rules of procedure and other legal matters; and
- Perform other legal duties as directed by the General Counsel or Executive Director.

### Minimum Qualification Requirements

Graduation from an accredited United States law school as defined in the Rules of the New York Court of Appeals (Sections 520.3 or 520.5) or admission to the New York State Bar.
Preferred Skills

- Excellent communication, research and writing skills;
- Ability to work independently on major projects; and
- Experience in land use and zoning.

Additional Information

The NYC Board of Standards and Appeals is an Equal Opportunity Employer and a copy of the Equal Employment Opportunity Policy is available upon request.

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

Please go to www.nyc.gov/jobs or www.nyc.gov/ess for current NYC employees and search for Job ID#:

NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED. NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED

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