

JOB VACANCY NOTICE

CIVIL SERVICE TITLE: AGENCY ATTORNEY	LEVEL: 1
TITLE CODE NO: 30087	SALARY: \$63,228-\$72,712
OFFICE TITLE: AGENCY ATTORNEY 1 – EARLY INTERVENTION UNIT	WORK LOCATION: VARIOUS
DIVISION/WORK UNIT: LAW ENFORCEMENT BUREAU	NUMBER OF POSITIONS: 1
HOURS/SHIFT: DAY, 9-5; ON OCCASION, CANDIDATES WILL BE REQUIRED TO WORK EVENINGS AND/OR ON WEEKENDS TO SUPPORT THE DUTIES OF THE POSITION.	

Job Description

The Commission on Human Rights (the Commission) is the agency charged with enforcing the New York City Human Rights Law (NYCHRL) – one of the most expansive civil rights laws in the nation.

Through its Law Enforcement Bureau (LEB), the Commission accepts claims filed by the public, and has the power to initiate its own investigations to affirmatively root out discrimination, harassment, retaliation and other violations of the NYCHRL.

The Commission’s Community Relations Bureau (CRB) is empowered to take action against prejudice, intolerance, bigotry, discrimination and bias-related violence or harassment through education, trainings, outreach efforts, and other mechanisms aimed at creating partnerships and relationships with stakeholders in the community. Both bureaus collaborate closely to work towards the shared goal of fostering mutual understanding and respect among all New Yorkers and encouraging equality of treatment throughout the City.

Agency Attorneys, Level One, work within the Law Enforcement Bureau to enforce the New York City Human Rights Law through pre-complaint interventions, investigations, mediations, settlements, and litigation.

Job Description:

- The Early Intervention Unit focuses on resolving cases that can be resolved prior to filing a complaint.
- Interviews members of the public alleging claims of discrimination, conducts investigations, and files complaints where appropriate.
- Investigates claims of discrimination made by members of the public and pattern or practice violations for potential Commission-initiated action.

- Negotiates resolutions of claims and drafts settlement agreements. Monitors compliance with settlement agreements.
- Represents Commission in mediation.
- Litigates cases from a threshold of determination of probable cause through and including referral to the hearings division.
- Represents the Commission before an Administrative Law Judge at conferences, and engages in discovery, including taking and defending depositions.
- Litigates cases at trial through and including issuance of an Administrative Law Judge recommendation and issuance of Commission order.
- Collaborates with the Commission's Community Relations Bureau to provide trainings and to engage in coordinated approaches to rooting out systemic discrimination.
- Represents the Commission at community events, speaking engagements, and at bar associations.
- Performs all duties as needed to advance the work of Law Enforcement Bureau.

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 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

- Strong relationships with organizations and groups serving diverse communities in the City and experience working with some of the following people and communities: immigrants; people of color; people with limited English proficiency; people living with HIV/AIDS; lesbian, gay, bisexual and/or transgender people; people with

disabilities; people with accommodations issues related to pregnancy, disability or religion; and people with criminal or arrest histories.

- Must be well-organized, assertive, and able to work independently and collaboratively.
- Strong work ethic.
- Excellent attention to detail and organizational skills.
- Strong oral and written communication skills.
- Strong people skills and leadership skills.
- Familiarity with the NYCHRL.
- Fluency in a language other than English, preferably one common in New York City.

To Apply

For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess and search for **Job ID# 432997**

For all other applicants: Go to www.nyc.gov/careers and search for **Job ID# 432997**

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

New York City Residency is Required Within 90 Days of Appointment.

**THE NYC COMMISSION ON HUMAN RIGHTS IS AN
EQUAL OPPORTUNITY EMPLOYER**

POST DATE: 02/10/20

POST UNTIL: FILLED