



COMMISSION ON HUMAN RIGHTS

JOB VACANCY NOTICE

CIVIL SERVICE TITLE: AGENCY ATTORNEY	LEVEL: 01
TITLE CODE NO: 30087	SALARY: \$32.13 - \$49.06 (HOURLY RATE)
OFFICE TITLE: TEMPORARY AGENCY ATTORNEY	WORK LOCATION: 22 READE STREET, NEW YORK, NY 10007
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

**** TEMPORARY SHORT-TERM POSITION UP TO 3 MONTHS. ****

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.

The Temporary Agency Attorney Level I, will 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:

- Negotiates resolutions of claims and drafts settlement agreements. Monitors compliance with settlement agreements.
- Litigates cases from a threshold determination of probable cause through and including referral to the Office of Administrative Trials and Hearings.
- 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.

- Complies with Bureau policies and procedures including those relating to recordkeeping and to filing.
- Performs all duties as needed to advance the work of LEB.

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.

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.
- 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.

To Apply

For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess and search for Job ID #: 268620

For all other applicants: Go to www.nyc.gov/careers and search for Job ID #: 268620

NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED, SUBMISSION OF A RESUME IS NOT A GUARANTEE THAT

YOU WILL RECEIVE AN INTERVIEW.

****NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED. ****

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

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.

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

POST DATE: 10/19/2016

POST UNTIL FILLED: