



**POSITION AVAILABLE  
ASSISTANT COUNSEL  
COUNSEL'S OFFICE**

**THE AGENCY**

The Department of City Planning (DCP) plans for the strategic growth and development of the City through ground-up planning with communities, the development of land use policies and zoning regulations applicable citywide and sharing its perspectives on growth and community needs with sister agencies in collaboration with the Office of Management and Budget (OMB).

DCP's six strategic objectives include: (a) catalyze long-term neighborhood improvement through integrated planning and targeted accompanying public investments; (b) encourage housing production, affordability, and quality; (c) promote economic development and job growth; (d) enhance resiliency and sustainability of neighborhoods; (e) ensure integrity, timeliness and responsiveness in land use reviews; and, (f) supply objective data and expertise to a broad range of planning functions and stakeholders.

Central to its mission, DCP supports the City Planning Commission in its annual review of approximately 450 land use applications. The Department also works closely with OMB in developing the Ten-Year Capital Strategy, and helping administer the Neighborhood Development Fund, geared toward ensuring that growing neighborhoods undergoing rezoning have accompanying infrastructure investments.

The New York City Department of City Planning is a great place to work – cultivating intellectual inspiration, professional development and creativity. Visit our website at [www.nyc.gov/planning](http://www.nyc.gov/planning) to access the full listing of job opportunities and to learn more about our great agency.

**THE DIVISION**

The Counsel's Office provides counsel to the Department of City Planning (DCP), the City Planning Commission, other governmental agencies, and private entities on all issues related to zoning, land use review, planning, environmental review, and agency administration and procedures.

**THE POSITION**

The Assistant Counsel, under supervision, with some latitude for independent judgment and unreviewed action and decision, performing more sophisticated agency legal work, will:

- Negotiate and draft notices of restrictions, restrictive declarations, correspondence and other documents associated with zoning and land use applications and CEQR;
- Research legal cases, opinions and decisions and abstract salient points and references;
- Analyze legal documents and assist in preparing and reviewing DCP contracts;
- Assist in the review and interpretation of existing laws, rules and regulations, and in the preparation of new legislative or regulatory proposals applicable to DCP;
- Assist staff with compliance with agency policy and professional standards, as well as DCP compliance with FOIL and other administrative requirements;
- Participate in conducting special studies and projects;
- Provide assistance to City's Law Department with regard to litigation involving DCP, including drafting and reviewing affidavits and memos of law;
- Assist in training and supervising the activities of subordinate staff;
- Assist with agency personnel and disciplinary matters;
- Perform related tasks.

**PREFERRED SKILLS:**

- Experience with New York Civil Service Law and related labor and employment law matters a bonus.

**MINIMUM 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.
- 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.

**CIVIL SERVICE TITLE:** Agency Attorney II

**SALARY RANGE:** \$70,000 - \$90,000

**APPLICATION DEADLINE:** Until filled

TO APPLY: ALL APPLICATIONS MUST BE SUBMITTED THROUGH THE NYC JOBS/ESS WEBSITE

City Employees – Click [here](#) and log in to ESS.

Non-City Employees – Go to <https://a127-jobs.nyc.gov/>

- Search for job ID number: **379378**
- Click on the job business title: **Assistant Counsel**
- Click on "Apply Now" at the bottom of the posting

*Only applicants under consideration will be contacted.*

Appointments are subject to Office of Management and Budget (OMB) approval.

Authorization to work in the United States is required for this position.

***PLEASE NOTE: 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 a Human Capital representative.***

**THE DEPARTMENT OF CITY PLANNING IS AN EQUAL OPPORTUNITY EMPLOYER AND A COPY OF THE EQUAL OPPORTUNITY PROGRAMS IS AVAILABLE IN THE HUMAN CAPITAL DIVISION. THE DEPARTMENT MAKES AVAILABLE ACCOMMODATIONS FOR DISABLED APPLICANTS.**