



**NEW YORK CITY FIRE DEPARTMENT
JOB VACANCY NOTICE**

CIVIL SERVICE TITLE Agency Attorney – Level III	Title Code # 30087
OFFICE TITLE Associate Disciplinary Counsel	SALARY \$71,784-Minimum salary for full-time employees with less than 2 years of City Service \$82,552-Minimum salary for full-time employees with more than 2 years of City Service
BUREAU/DIVISION/UNIT Legal Affairs/Investigations & Trials	LOCATION 9 MetroTech Center, Brooklyn, New York

JOB DESCRIPTION

Under direction with wide latitude for independent judgment, the Agency Attorney, L-III's will engage in difficult and complex legal work, participate in legal casework having significant procedural or policy consequences within the Bureau of Investigations and Trials; represent the Fire Department in disciplinary proceedings concerning non-compliance with Department rules and regulations; manage caseloads regarding disciplinary matters and investigations that involve complex legal issues; manage, maintain and organize caseloads by drafting charges and conducting investigatory interviews of witnesses and subjects; prepare cases for litigation and conduct trials in administrative tribunals; negotiate with unions in administrative matters; make recommendations as to appropriate penalties and/or resolutions of cases and investigations to the Assistant Commissioner for the Bureau of Investigations and Trials; advise managers and supervisors in disciplinary procedures.

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.

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 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:

One (1) year experience as an Agency Attorney Level 2
Excellent litigation skills, oral and written advocacy skills.
Demonstrated ability to identify and address factual and legal issues in a clear and concise manner.
Sound legal judgment and ability to work independently.
Relevant experience in Labor and Employment Law.

NOTE: New York City residency is 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. Please note that only candidates considered for an interview will be contacted.

TO APPLY:

NON-CITY EMPLOYEES/EXTERNAL CANDIDATES PLEASE GO TO <https://a127-jobs.nyc.gov/>.

CITY EMPLOYEES MUST APPLY VIA EMPLOYEE SELF SERVICE <https://a127-ess.nyc.gov/> REFER TO JOB ID #209830.

DATED: September 4, 2015 ***POST UNTIL*:** Until Filled

"FDNY is ranked as the top place to work among gov't agencies; and 17th overall among 500 employers among large U.S. companies, nonprofits, gov't agencies, and U.S. divisions of multi-national."

-Forbes magazine, on "America's Best Employers 2015"

The Fire Department is an Equal Opportunity Employer.