



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

<b>CIVIL SERVICE TITLE</b> Agency Attorney – Level III	<b>Title Code #</b> 30087
<b>OFFICE TITLE</b> Agency Attorney	<b>SALARY</b> \$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
<b>BUREAU/DIVISION/UNIT</b> Legal Affairs/General Law	<b>LOCATION</b> 9 MetroTech Center, Brooklyn, New York

**JOB DESCRIPTION**

The Agency Level III attorneys will function as in-house counsel to the FDNY by providing a variety of legal services, including but not limited to representation of the Department in contractual, licensing and intellectual property matters, labor and employment disputes, Article 78 matters, appeals of internal investigations, fatal fire and other tort cases, requests for subpoenas and notices of appearances, as well as a variety of other legal issues.

**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 Intern.

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:**

All counsel must have the ability to work independently, research and analyze complex legal issues, prepare legal documents without substantial supervision, investigate matters thoroughly, assist outside counsel with transactional and litigation strategy, and work with case management databases. Experience in human rights law or employment law (including internships), preferably at a government agency OR substantial experience in corporate, contractual and intellectual property law. Excellent research, oral and writing advocacy skills a must.

**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 #230361.

**DATED:** February 11, 2016

**\*POST UNTIL\*:** Until filled

*“FDNY is ranked as the top place to work among gov’t agencies; and 17<sup>th</sup> 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.