

**THE CITY OF NEW YORK  
OFFICE OF ADMINISTRATIVE TRIALS AND HEARINGS  
CITYWIDE JOB VACANCY NOTICE**

<b>Civil Service Title: Executive Agency Counsel</b>	<b>Level: M1</b>	<b>Title Code: 95005</b>
<b>Office Title: Managing Attorney</b>	<b>Salary: \$80,000-\$85,000</b>	
<b>Division: Taxi &amp; Limousine Tribunal</b>	<b>Number of Positions: 1</b>	
<b>Work Locations: Beaver St., Manhattan and JFK Airport</b>	<b>Hours/Shift: Day shift - 35 hrs/week minimum</b>	

**JOB DESCRIPTION**

The OATH Taxi & Limousine Tribunal seeks an experienced attorney and dynamic leader to serve as a full-time Managing Attorney. The Taxi & Limousine Tribunal is responsible for adjudicating violations of the laws and rules governing taxi, limousine, paratransit and commuter run services. The Tribunal has offices in Manhattan and JFK Airport and the Managing Attorney will be required to travel between these offices based on the Tribunal's needs.

The ideal candidate works well in a team comprised of attorneys and non-attorneys and should be adept at project management and the administrative responsibilities necessary to support and effectuate the work. The Managing Attorney must have the ability to work in a fast-paced environment and work effectively within tight deadlines.

Specific duties will include, but are not limited to:

- Adjudicating all types of administrative hearings and promptly writing decisions in cases involving alleged violations of local laws and the rules and regulations of the City of New York within the Taxi and Limousine Tribunal's jurisdiction.
- Assisting in directing the legal operations of the tribunal that includes, but is not limited to, the quality and consistency of all decisions rendered by per diem hearing officers, coordinating daily assignments of Hearing Officers, and performing legal review and other legal administrative duties.
- Maintaining procedures to ensure that cases are heard and decisions are rendered in a timely manner, and maintaining systems, including databases, to effectively manage productivity, timeliness and staffing needs
- Handling special assignments and projects, including oral and/or written presentations.
- Responding to requests for information or documents
- Providing legal advice to Branch administrative personnel as necessary and cooperatively interacting with Branch administrative personnel.

**QUALIFICATION REQUIREMENTS**

1. Admission to the New York State Bar; and
2. Four years of recent full-time responsible, relevant, satisfactory legal experience subsequent to admission to any bar, eighteen months of which must have been in the supervision of other attorneys, in an administrative, managerial or executive capacity, or performing highly complex and significant legal work.

**Preferred Skills:**

**Candidates must demonstrate:**

- Outstanding interpersonal and communication skills.
- Excellent writing, legal research and analytical skills.
- Strong organizational skills.
- Strong management and training skills.
- Strong computer skills in Microsoft Word, Access, Outlook, Excel, PowerPoint and case management applications.

**Incumbents must remain members of the New York State Bar in good standing for the duration of this employment.**

**To Apply:**

Applicant must be a City resident within 90 days of appointment. Interested candidates should apply online via *NYC Careers* on the **NYC.gov** website (<http://www.nyc.gov/html/careers/html/home/home.shtml>). In addition, a writing sample should be submitted to [HROATH@oath.nyc.gov](mailto:HROATH@oath.nyc.gov). **No telephone calls, faxes or personal inquiries please.** Only those candidates under consideration will be contacted.

For more information about OATH, visit us at: [www.nyc.gov/oath](http://www.nyc.gov/oath)

<b>Post Date: October 7, 2013</b>	<b>Post Until: filled</b>	<b>JVN: 820-2013-000036</b>
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**OATH and the City of New York are Equal Opportunity Employers**