

**CITY OF NEW YORK DEPARTMENT OF CULTURAL AFFAIRS  
CITYWIDE JOB VACANCY NOTICE**

<b>OFFICE TITLE:</b> Staff Attorney	<b>SALARY:</b> \$53,181 - \$61,158
<b>CIVIL SERVICE TITLE:</b> Agency Attorney	<b>WORK LOCATION:</b> 31 Chambers Street 2 <sup>nd</sup> Floor, New York, NY 10007
<b>TITLE CODE:</b> 30087	<b>DIVISION/WORK UNIT:</b> Counsel's Office

**JOB DESCRIPTION**

The Department of Cultural Affairs (DCLA) provides support for the 33 City-owned cultural institutions as well as hundreds of not-for-profit cultural organizations and programs throughout the five boroughs. This constituency represents a diverse array of internationally renowned cultural organizations, including performing arts centers, museums, theaters, wildlife centers, botanical gardens, visual arts and film centers, as well as community-based organizations and arts education programs. The Counsel's Office is involved in all aspects of the agency's operations ranging from the negotiation of funding and operating agreements with major cultural institutions to internal matters such as potential conflicts of interest. The Counsel's Office also monitors legal issues and matters of public policy relevant to the non-profit sector and in particular, to the cultural community.

This position will perform a broad scope of duties to support the Counsel's Office in all aspects of its practice. Diverse responsibilities will include, but are not limited to, the following:

- drafting and negotiating legal agreements related to City-funded projects and Agency initiatives;
- counseling other Agency units on matters that require the assistance of the Counsel's Office;
- interfacing with cultural and community organizations in need of technical assistance and rendering policy recommendations in response to their issues;
- coordinating the Agency's response to requests for documents pursuant to city, state and federal regulations;
- attending meetings on special projects with and on behalf of the Counsel's Office;
- researching legal issues of interest to New York's non-profit cultural community; and
- working closely with the General Counsel to support the operations of the Counsel's Office, which include project management, and responding to inquiries from the agency's constituent organizations, and the general public.

**PREFERRED SKILLS**

The successful candidate will have work experience in a law firm or public service environment, in addition to a deep commitment to serving New York City's non-profit cultural community. Candidate must be able to communicate effectively both verbally and in written form. Must be able to successfully manage multiple priorities and possess tact and good judgment in confidential situations. Must possess a strong attention to detail. Strong computer skills and proficiency with Microsoft Office suite (Word, Excel, Outlook, and PowerPoint) required.

**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.

New York City Residency required within 90 days of Appointment

**TO APPLY:**

Submit your cover letter & resume to [crecruit@culture.nyc.gov](mailto:crecruit@culture.nyc.gov) (The JVN # below must be the only text in the subject line). Include JVN# in the upper right hand corner of your cover letter & resume.

**NOTE:** Only those candidates under consideration will be contacted.  
For more information about DCLA, visit us at: [www.nyc.gov/culture](http://www.nyc.gov/culture)

All appointments are subject to OMB approval.

<b>DATED:</b> 10/05/2012	<b>POST UNTIL:</b> Filled	<b>JVN:</b> 126-2013- 112137
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