The City of New York
DEPARTMENT OF HOMELESS SERVICES
CITYWIDE JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Agency Attorney Level II

1 Position **Title Code No. 30087**

OFFICE TITLE: PATH/Legal Supervisor

SALARY:

Hiring Rate: $60,074.00

Maximum: $90,027.00

UNIT: PATH/Legal

DIVISION: Legal

LOCATION: 346 Powers Ave
Bronx, New York

SHIFT: Sun-Thurs 2PM-10PM (Fri & Sat RDO)

JOB DESCRIPTION:

The NYC Department of Homeless Services (DHS), Legal Division seeks an Agency Attorney II to serve as a PATH/Legal Supervisor in the PATH (Prevention Assistance and Temporary Housing) intake center for families with children. Under the direction of the PATH Legal Managers, with some latitude for independent judgment, initiative, decision-making, and action, the PATH Legal Supervisor will supervise legal operations at PATH and manage a unit of subordinate attorneys and attorney interns. S/he will be responsible for writing preliminary and final eligibility determinations, immediate needs decisions, and handling legal conferences in a timely, courteous and professional manner. S/he will be responsible for ensuring that subordinate attorneys draft well-written, concise and thorough legal case reviews, and conduct legal conferences in a similar manner. S/he will evaluate attorney reviews for quality assurance purposes to ensure the quality of eligibility determinations, plan for adequate unit coverage, hold staff meetings, schedule staff for professional growth training, prescribe and promote acceptable standards of work output and accountability, monitor and evaluate staff performance and improve eligibility determinations. S/he will also act as in-house counsel to PATH staff. Also, s/he will be responsible for monitoring the status of holds cases, fair hearing rates, and attorney productivity. In addition, s/he will perform and supervise legal staff on designated research and writing projects assigned by the General Counsel, Deputy General Counsels, or their designees. Lastly, s/he will also handle special projects on an ad hoc basis.

NOTE: NEW HIRES MUST RESIDE IN NEW YORK CITY FOR THE FIRST TWO YEARS OF EMPLOYMENT.

PREFERRED SKILLS:

Excellent written, analytic, and oral advocacy skills. Ability to exercise discretion and initiative. Ability to multi-task and prioritize workload.

MINIMUM 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.

NOTE

In addition to meeting the minimum Qualification Requirements:

To be assigned to 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. 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.

New York City residency is not required

D.H.S. is an Equal Opportunity Employer

APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL

TO APPLY FOR CONSIDERATION, PLEASE SEND TWO COPIES OF A COVER LETTER INDICATING POSTING NUMBER AND TWO (2) RESUMES TO:

Department of Homeless Services
Recruitment Coordinator
33 Beaver Street - 12th Floor
New York, NY 10004

SUBMISSION OF APPLICATION IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW

OR E-MAIL YOUR COVER LETTER AND RESUME TO: dhsjobs@dhs.nyc.gov

DATED: October 23, 2009	POST UNTIL: November 9, 2009	POSTING NUMBER: DHS 071-10-3597-1894 C