

City of New York
DEPARTMENT OF CORRECTION
Job Posting Notice

Civil Service Title: Agency Attorney	Level: III
Title Code No: 30087	Salary: \$70,034-\$80,539-\$103,389 Frequency: ANNUAL
Business Title: Agency Attorney	Work Location: 75-20 Astoria Boulevard, East Elmhurst, New York 11370
Division/Work Unit: Trials & Litigation	Number of Positions: 5
Job ID: 193874	Hours/Shift: Day Tour

Job Description

The New York City Department of Correction seek to recruit experienced Attorneys to work in the Trials and Litigation Unit. Under general supervision and with wide latitude for independent judgment and action, the successful candidates will be responsible for, but not limited to:

- Evaluating disciplinary matters for legal sufficiency;
- Drafting formal Departmental charges against DOC uniform and non-uniform employees;
- Preparing and reviewing of required documents and reciprocal discovery;
- Conducting interviews with potential witnesses;
- Reviewing audio and video tape evidence;
- Representing the Department during informal settlement negotiations with opposing counsel;
- Conducting informal conferences concerning disciplinary cases at the Office of Administrative Trials and Hearings (O.A.T.H.);
- Recommending appropriate dispositions on disciplinary matters;
- Preparing memoranda detailing evidence and recommended negotiated plea agreements (settlements);
- Preparing disciplinary matters that are not settled for formal hearings at O.A.T.H.;
- Conducting formal hearings on disciplinary charges at O.A.T.H. against employees of the Department;
- Researching legal issues for appellate argument as the Department’s representative, before the New York City Civil Service Commission;
- Handling “on call” for specified time periods for assistance, to determine whether reasonable suspicion exists for authorization to conduct urinalysis testing of a member of the Department;
- Perform related duties as assigned.

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 Assignment Level 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 Assignment Level 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

Attorneys with seven (7) or more years of litigation experience is preferred;
Excellent writing, communication, inter-personal, analytical, research, problem-solving, multi-tasking and organizational skills.

Residency Requirements

New York City residency is generally 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. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

To Apply

For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess and search for Job ID#193874

For all other applicants: Go to www.nyc.gov/careers and search for Job ID#193874.

Submission of a resume is not a guarantee that you will receive an interview.
Only those candidates under consideration will be contacted.

Posting Date: 05/19/2015	Post Until: 06/05/2015
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The City of New York and The New York City Department of Correction are Equal Opportunity Employers