

**City of New York**  
**DEPARTMENT OF CORRECTION**  
**Job Posting Notice**

<b>Civil Service Title:</b> Agency Attorney Interne	<b>Level:</b> 00
<b>Title Code No:</b> 30086	<b>Salary:</b> \$56,257 - \$64,695 <b>Frequency:</b> ANNUAL
<b>Business Title:</b> Agency Attorney Interne	<b>Work Location:</b> 75-20 Astoria Boulevard, East Elmhurst, New York 11370
<b>Division/Work Unit:</b> Legal/General Counsel	<b>Number of Positions:</b> 2
<b>Job ID:</b> 218955	<b>Hours/Shift:</b> Day Tour

**Job Description**

The New York City Department of Correction has an opening for (2) Agency Attorney Internes. The General Counsel's Office serves as the in-house legal department for the New York City Department of Correction. The qualified candidates will handle diverse legal areas including New York City correction law; freedom of information law (FOIL); employment law; departmental rules, regulations and directives and perform other related duties. Under close supervision, the selected candidates will receive training and practical experience on a range of Correction and other legal matters and assist in the defense of litigation against the Department, duties include but are not limited to, performing research on legal issues, drafting memoranda, reviewing Department rules, regulations and directives, communicating with the NYC Law Department on cases, performing administrative tasks such as document production and assisting with investigations into claims of discrimination pursuant to Equal Employment Opportunity complaints; and perform related duties as assigned.

**Minimum Qualification Requirements**

Graduation from an accredited United States law school as defined in the Rules of the New York Court of Appeals (Sections 520.3 or 520.5) or admission to the New York State Bar.

**Preferred Skills**

The selected candidate should have a demonstrated interest in public service and interest in Correction and/or law enforcement. Excellent communication and interpersonal skills, strong research and writing abilities, and the demonstrated ability to successfully balance multiple assignments and projects, is preferred. Ability to write clearly, concisely, and present complicated legal issues in a manner that is simple and readily understandable.

**Residency Requirement**

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](http://www.nyc.gov/ess). Click on Recruiting Activities > Careers and search for Job ID#218955

For all other applicants: Go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search) and search for Job ID#218955

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

**Posting Date:** 10/14/2015

**Post Until:** 10/28/2015

**The Department of Correction and The City of New York are Equal Opportunity Employers**