

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

Civil Service Title: Agency Attorney	Level: II
Title Code No: 30087	Salary: \$64,394 - \$96,499 Frequency: ANNUAL
Business Title: Agency Attorney	Work Location: 75-20 Astoria Blvd., East Elmhurst, NY 11370
Division/Work Unit: Central Office of Procurement	Number of Positions: 1
Job ID: 222552	Hours/Shift: Day

Job Description

The New York City Department of Corrections (DOC) provides for the care, custody, and control of persons accused of crimes or convicted and sentenced to one-year or less of jail time. The DOC operates 15 inmate facilities, ten of which are located on Rikers Island. In addition, the department operates two hospital prison wards (Bellevue and Elmhurst hospitals) and court holding facilities in Criminal, Supreme, and Family Court in each borough. Under the direction of the Agency Chief Contracting Officer (ACCO) for the Central Office of Procurement (COP) with some latitude for discretion, the candidate will serve as the attorney responsible for the legal compliance of procurements, contracts and/or agreements. Task include but not limited to:

- Will work with COP staff and DOC end-users to review and edit construction and construction-related, professional and standard services scope of works and specifications for competitive sealed bids and competitive sealed proposals (request for proposals).
- Interact with evaluation committees to ensure that proposals are reviewed ethically and accurately.
- Draft solicitations, contract and agreement documents.
- Negotiate contract language, terms and conditions.
- Conduct due diligence searches relating to vendors and contracts integrity
- Enter and retrieve data from information systems such as VENDEX, FMS, Automatic Procurement Tracking (APT) and LexisNexis.
- Document procurement status in applicable data bases.

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 Intern (30086).

Incumbents must retain Members of the New York State Bar in good standing for the duration this employment.

Note:

In addition to meeting the minimum Qualification Requirements:

To be assigned to Assignment Level (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 three years of comparable legal experience subsequent to admission to the bar, in the areas of law related to the assignment.

Preferred Skills

Excellent writing and oral communication skills. Experience with New York City procurement, construction law and the drafting and analysis of complex and technical agreements, competitive sealed bids and competitive sealed proposals (request for proposals). Ability to multi-task without sacrificing quality and to function well in a fast-paced environment.

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. Click on Recruiting Activities > Careers and search for Job ID# 222552

For all other applicants: Go to www.nyc.gov/careers/search and search for Job ID# 222552

Submission of a resume is not a guarantee that you will receive an interview.

Only those candidates under consideration will be contacted.

Posting Date: 11/12/15	Post Until: 11/25/15
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The City of New York is an Equal Opportunity Employer