

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

<b>Civil Service Title:</b> Agency Attorney	<b>Level:</b> III
<b>Title Code No:</b> 30087	<b>Salary:</b> \$77,015-\$98,864 <b>Frequency:</b> ANNUAL
<b>Business Title:</b> Agency Attorney	<b>Work Location:</b> 75-20 Astoria Blvd., East Elmhurst, NY 11370
<b>Division/Work Unit:</b> Trials Division	<b>Number of Positions:</b> 2
<b>Job ID:</b> 170300	<b>Hours/Shift:</b> Day

**Job Description**

The Trials and Litigation Division is responsible for the overall administration of formal employee discipline. The attitudes and actions of the Department's employees reflect upon its public image and the general public's perception of the Department. Therefore, the Division's mission, includes but is not limited to ensuring that discipline is administered in a timely, meaningful and equitable manner so as to enhance the professionalism, efficiency and accountability of the entire Department.

Under direction, with wide latitude for independent judgment and action, the Agency Attorney's job duties and responsibilities will include:

- Evaluate disciplinary matters for legal sufficiency;
- Draft formal Departmental charges against Correction employees;
- Prepare and review of required documents and reciprocal discovery;
- Conduct interviews with potential witnesses;
- Review audio and video tape evidence;
- Represent the Department during informal settlement negotiations with opposing counsel;
- Conduct informal conferences concerning disciplinary cases at the Office of Administrative Trials and Hearings (O.A.T.H.);
- Recommend appropriate dispositions on disciplinary matters;
- Prepare memoranda detailing evidence and recommended negotiated plea agreements (settlements);
- Prepare disciplinary matters that are not settled for formal hearings at O.A.T.H;
- Conduct formal hearings on disciplinary charges at O.A.T.H. against employees of the Department;
- Research legal issues for appellate argument as the Department's representative, before the New York City Civil Service Commission;
- Handle "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 and;
- Perform related work and special projects.

**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.  
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 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**

A minimum of three years experience with litigation or administrative matters in a governmental agency is preferred.

**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#: 170300.

For all other applicants: Go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search) and search for Job ID#: 170300.

Attention: Floretha Bryant

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

<b>Posting Date:</b> 10/07/2014	<b>Post Until:</b> 10/22/2014
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**The City of New York is an Equal Opportunity Employer**