

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

Civil Service Title: Agency Attorney	Level: III
Title Code No: 30087	Salary: \$66,970.00/\$77,015.00-\$98,864.00 Frequency: ANNUAL
Business Title: Agency Attorney	Work Location: 75-20 Astoria Blvd
Division/Work Unit: General Counsel	Number of Positions: 4
Job ID: 173470	Hours/Shift: Day Tour

Job Description

The New York City Department of Correction is one of the largest municipal jail systems in the United States providing for the care, custody and control of inmates, 16 years of age and older, accused of crimes or convicted and sentenced to incarceration of one year or less. The department manages an average daily inmate population of over 11,500 and employs more than 10,000 employees. The Department seeks to recruit Agency Attorneys for the Legal Division. The Legal Division handles the department's legal affairs and assists the New York City Law Department with defending lawsuits filed against the agency. This division is integral to the Department of Correction effort to ensure all operating policies and procedures conform to the Board of Correction (BOC), New York State Commission of Correction (SCOC), Federal, State, City and local laws, regulations and guidelines.

Under direction with wide latitude for independent judgment and action, Agency Attorneys assist in the defense of litigation brought against the Department and its employees in matters arising under Section 1983 of the federal Civil Rights Law, State common law tort cases, and all other matters of civil litigation which may affect the Department of Correction; responsible for investigating and preparing responses to administrative complaints brought by employees involving violations of various equal employment statutes; offer counsel and advice on a wide range of administrative, commercial, and litigation affairs; research matters of criminal law in foreign jurisdictions to determine applicability of recent City law restricting the power of the Department to enforce detainers issued by the United State Agency for Immigration and Customs Enforcement; educate and provide documents to counsel from the Law Department in order to defend lawsuits commenced against the Department; advise Executive Staff of the legality of potential policy changes; respond to subpoenas and FOIL request served on the Department.

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 (3) years experience with litigation or administrative matters in a governmental agency is preferred. Excellent writing, communication, inter-personal, analytical, research, problem-solving, multi-tasking and organizational skills.

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#173470.

For all other applicants: Go to www.nyc.gov/careers/search and search for Job ID#173470.

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.

Posting Date: 11/12/2014

Post Until: 11/28/2014

The City of New York is an Equal Opportunity Employer