

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

Civil Service Title: Agency Attorney	Level: III
Title Code No: 30087	Salary: \$77,015-\$98,864 Frequency: ANNUAL
Business Title: Agency Attorney	Work Location: 75-20 Astoria Blvd., East Elmhurst, NY 11370
Division/Work Unit: Trials Division	Number of Positions: 1
Job ID: 164535	Hours/Shift: Day
Job Description	
<p>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.</p> <p>Under direction, with wide latitude for independent judgment and action, the Agency Attorney's job duties and responsibilities will include:</p> <ul style="list-style-type: none"> • 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; • Investigate and prepare responses to administrative complaints brought by employees of the Department 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; • Perform related work and special projects. 	
Minimum Qualification Requirements	
<p>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.</p>	
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	
<p>For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess. Click on Recruiting Activities > Careers and search for Job ID#: 164535.</p> <p>For all other applicants: Go to www.nyc.gov/careers/search and search for Job ID#: 164535.</p> <p style="text-align: center;">Attention: Floretha Bryant</p> <p style="text-align: center;">Submission of a resume is not a guarantee that you will receive an interview. Only those candidates under consideration will be contacted.</p>	
Posting Date: 09/30/2014	Post Until: 10/15/2014

The City of New York is an Equal Opportunity Employer