

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

<b>Civil Service Title:</b> Executive Agency Counsel	<b>Level:</b> M III
<b>Title Code No:</b> 95005	<b>Salary:</b> \$110,000.00/\$110,000.00-\$130,000.00 <b>Frequency:</b> ANNUAL
<b>Business Title:</b> Executive Agency Counsel for Special Projects & Government Affairs	<b>Work Location:</b> 75-20 Astoria Blvd
<b>Division/Work Unit:</b> General Counsel	<b>Number of Positions:</b> 1
<b>Job ID:</b> 175589	<b>Hours/Shift:</b> Day Tour
<b>Job Description</b>	
<p>The New York City Department of Correction, Legal Division is seeking to recruit an Executive Agency Counsel to handle special projects and matters related to government affairs. Under executive direction of the Deputy Commissioner for Legal Matters and with the broadest possible latitude to exercise independent judgment, the Executive Agency Counsel for Special Projects &amp; Government Affairs will be responsible for legal activity concerning significant policy or financial consequences. The incumbent may manage the work of other agency attorneys and support staff; litigate complex and significant cases, draft important and complex legislation and policy statements on behalf of the agency; prepare and issue policies and procedures for the department's disciplinary program; plan, direct, and supervise disciplinary investigations and research utilizing the New York State Civil Service Law, agency standard of conduct, and other agency and city policies relating to discipline; supervise and train staff in the preparation and litigation of administrative disciplinary proceedings; provide legal direction and advise on matters of legal strategy; may litigate complex administrative disciplinary actions; performs other duties as required; and may serve as the legal advisor to the agency's head.</p>	
<b>Minimum Qualification Requirements</b>	
<p>Admission to the New York State Bar; and four years of recent full-time responsible, relevant, satisfactory legal experience subsequent to admission to any bar, eighteen months of which must have been in the supervision of other attorneys, in an administrative, managerial or executive capacity, or performing highly complex and significant legal work. Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment.</p>	
<b>Preferred Skills</b>	
<p>Minimum of (10) ten years of recent full-time responsible, relevant, satisfactory legal experience is preferred. Minimum of (8) eight years of extensive litigation and/or counseling experience in a governmental setting is a plus. Strong knowledge of interagency collaboration, coordination processes, and intergovernmental affairs. Ability to work independently, establish and maintain working relationships. Excellent written and verbal communication skills.</p>	
<b>Residency Requirement</b>	
<p>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.</p>	
<b>To Apply</b>	
<p>For City employees: Go to Employee Self-Service (ESS) - <a href="http://www.nyc.gov/ess">www.nyc.gov/ess</a>. Click on Recruiting Activities &gt; Careers and search for Job ID#175589.</p> <p>For all other applicants: Go to <a href="http://www.nyc.gov/careers/search">www.nyc.gov/careers/search</a> and search for Job ID#175589.</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>	
<b>Posting Date:</b> 11/18/2014	<b>Post Until:</b> 12/03/2014

**The City of New York is an Equal Opportunity Employer**