

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

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| <b>Civil Service Title: Agency Attorney</b>          | <b>Level: IV</b>   |
| <b>Title Code No: 30087</b>                          | <b>Salary: \$80,438-105,712<br/>Frequency: ANNUAL</b>                            |
| <b>Business Title: Labor Relations Attorney</b>      | <b>Work Location: 75-20 Astoria Boulevard, East Elmhurst,<br/>New York 11370</b> |
| <b>Division/Work Unit: Office of Labor Relations</b> | <b>Number of Positions: 1</b>  |
| <b>Job ID: 187202</b>                                | <b>Hours/Shift: Day Tour</b>   |

**Job Description**

Under the direction of the Director of Labor Relations, the individual will be responsible for assisting in the administration of collective bargaining agreements covering over 10,000 uniformed and civilian employees in the DOC. Duties include providing advice to agency managers; engaging with union representatives; conducting second-step conferences on grievances and disciplinary charges for civilian employees, representing the agency at third-step grievance hearings; and acting as liaison to the Mayor's Office of Labor Relations in arbitration hearings and other administrative proceedings. May supervise subordinate attorneys. These tasks will be performed under supervision of the Director, with some latitude for the exercise of independent discretion and judgment.

**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.

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

**Preferred Skills**

Professional experience in Labor Relations and union contract negotiations in a governmental setting is a plus. Candidates will display knowledge of city-wide policies and procedures issued by the Department of Citywide Administrative Services, and the Office of Labor Relations including the knowledge of Collective bargaining Agreements (CBA).

Ability to work independently; establish and maintain working relationships; communicate complex rules, arbitration awards and other official mandates.

Excellent written, verbal and interpersonal communication 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](http://www.nyc.gov/ess). Click on Recruiting Activities > Careers and search for Job ID#187202

For all other applicants: Go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search) and search for Job ID#187202

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

**Posting Date: 3/17/2015**

**Post Until: 3/24/2015**

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