

RE-POST
City of New York
DEPARTMENT OF SANITATION
Job Vacancy Notice

Civil Service Title: Agency Attorney	Level: 03
Title Code No: 30087	Salary: \$61,917 -\$91,406
Office Title: Agency Attorney	Work location: Manhattan
Division/Work Unit: Legal Affairs	Number of Positions: 1
Hours/Shift: 9am – 5pm	
Job Description	
Under the direction, with latitude for independent judgment and unreviewed action and decision: Negotiates the terms of and drafts complex procurement and contract documents involving various Solid Waste Management, Recycling and Waste Export Programs and handles issues relating to construction contractor disputes and claims. Reviews, revises and approves procurement and contract documents prepared by attorneys and agency contracting staff. Analyzes and prepares legal opinions on issues related to construction and service contracts including city, state and federal regulations. Drafts Requests for Proposals (RFPs), bid solicitations and contracts.	
Qualification Requirements	
<ol style="list-style-type: none"> 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. <p>Note: In addition to meeting the minimum Qualification Requirements: To be assigned to 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	
Excellent writing skills; broad experience in contract drafting Request for Proposals (RFP's), bid solicitations, and contracts; familiarity with environmental issues that relate to solid waste management; working knowledge of City Procurement Policy Board Rules; experience in contract negotiations.	
To Apply:	
PLEASE SUBMIT RESUME WITH COVER LETTER TO: New York City Department of Sanitation Bureau of Legal Affairs 125 Worth Street, Room 708, New York, NY 10013 ATTN: James S. Strauss, Assistant Commissioner	
Post Date: 7/29/09	Post Until: Filled
JVN: 827-2010-004903R	

The City of New York is an Equal Opportunity Employer.