

**NEW YORK CITY FIRE DEPARTMENT  
JOB VACANCY NOTICE**

<b>CIVIL SERVICE TITLE</b> Agency Attorney, L- III	<b>Title Code #</b> 30087
<b>OFFICE TITLE</b> Director of Legislative Affairs	<b>SALARY</b> \$70,034-Minimum salary for full-time employees with less than 2 years of City Service \$80,539-Minimum salary for full-time employees with more than 2 years of City Service
<b>BUREAU/DIVISION/UNIT</b> External Affairs	<b>LOCATION</b> 9 MetroTech Center, Brooklyn, New York

**JOB DESCRIPTION**

Reporting directly to the Assistant Commissioner for External Affairs, the Director of Legislative Affairs will support the department of External Affairs in overseeing City, State, and Federal legislation that impacts the agency. Primary responsibilities will include: researching and analyzing legislative and policy issues; drafting policy memos and recommendations; assisting in preparation for legislative hearings, including drafting written testimony and Q&A; developing responses to inquiries from elected officials, community based organizations, and constituents; performing project management of initiatives at the direction of the Assistant Commissioner of External Affairs.

**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.

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:**

At least two years' work experience in the areas described above.  
Ability to prioritize and work quickly in a fast paced, dynamic environment.  
Excellent oral and written communication and analytical skills.  
Familiarity with New York City Counsel legislative process.  
Good judgment and experience working on politically sensitive matters.

**NOTE:** New York City residency is 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 APPLY:**

NON-CITY EMPLOYEES/EXTERNAL CANDIDATES PLEASE GO TO [WWW.NYC.GOV/JOBS](http://WWW.NYC.GOV/JOBS).  
CITY EMPLOYEES MUST APPLY VIA [EMPLOYEE SELF SERVICE \(NYC.GOV/ESS\)](http://EMPLOYEE.SELF.SERVICE.NYC.GOV/ESS). REFER TO JOB ID # **185891**.

Please note that only candidates considered for an interview will be contacted.

**DATED:** March 6, 2015

**\*POST UNTIL\*:** March 20, 2015

The Fire Department is an Equal Opportunity Employer.