NEW YORK CITY FIRE DEPARTMENT
JOB VACANCY NOTICE

CIVIL SERVICE TITLE
Agency Attorney, L- III

Title Code #
30087

OFFICE TITLE
Assistant Counsel

SALARY
$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

BUREAU/DIVISION/UNIT
Legal Affairs/ General Law Unit

LOCATION
9 MetroTech Center, Brooklyn, New York

JOB DESCRIPTION
As a staff attorney in the General Law Unit, Assistant Counsel responsibilities will include review and draft contracts, agreements and memorandum of understanding; act as liaison to the New York City Law Department in connection with Fire Department litigation; respond to equal employment opportunity complaints filed with government agencies; handle matters relating to New York State civil service law; and perform such other work or task as designated by the Director of Deputy Directors.

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 Intern (30086).
Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment.

To be assigned to assignment level 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:
Excellent legal judgment, research and writing skills, good computer skills and the ability to work with non-legal staff and as a member of a team.

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.
CITY EMPLOYEES MUST APPLY VIA EMPLOYEE SELF SERVICE (NYC.GOV/ESS). REFER TO JOB ID # 187212.

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

DATED: March 26, 2015

*POST UNTIL*: April 9, 2015

The Fire Department is an Equal Opportunity Employer.