



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

<b>CIVIL SERVICE TITLE</b> Agency Attorney – Level III	<b>Title Code #</b> 30087
<b>OFFICE TITLE</b> EEO Attorney	<b>SALARY</b> \$66,970-Minimum salary for full-time employees with less than 2 years of City Service \$77,015-Minimum salary for full-time employees with more than 2 years of City Service
<b>BUREAU/DIVISION/UNIT</b> Equal Employment Opportunity (EEO)	<b>LOCATION</b> 9 MetroTech Center, Brooklyn, New York

**JOB DESCRIPTION**

The Agency Attorney L-III will conduct investigations of alleged Equal Employment Opportunity (EEO) violations; conduct interviews of complainants, respondents, and witnesses; gather relevant documents and prepare written summaries of investigations and closing memos to the Assistant Commissioner for EEO, including referrals to appropriate Bureaus for action; research legal issues relating to EEO Law; conduct EEO Compliance Inspections; conduct EEO training for FDNY employees, EEO Counselors, and FDNY units as needed and assist in the development of EEO statistics and reports.

**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.

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

**Note:** In addition to meeting the minimum Qualification Requirements: 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:**

Experienced trainer or public speaker.  
Proficiency in Microsoft Office Word, Excel, and PowerPoint.  
A Motor Vehicle Driver’s License valid in the State of New York.  
The ability to drive within the five boroughs.

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

**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). REFER TO JOB ID #189629.

**DATED:** April 22, 2014

**\*POST UNTIL\*:** May 14, 2015

*“FDNY is ranked as the top place to work among gov’t agencies; and 17<sup>th</sup> overall among 500 employers among large U.S. companies, nonprofits, gov’t agencies, and U.S. divisions of multi-national.”*

*-Forbes magazine, on “America’s Best Employers 2015”*

The Fire Department is an Equal Opportunity Employer.