

**THE CITY OF NEW YORK  
OFFICE OF ADMINISTRATIVE TRIALS AND HEARINGS  
CITYWIDE JOB VACANCY NOTICE**

<b>Civil Service Title: Executive Agency Counsel</b>	<b>Level: M4</b>	<b>Title Code: 95005</b>
<b>Office Title: Deputy General Counsel, Assistant Commissioner</b>	<b>Salary: \$120,000 - \$140,000</b>	
<b>Division: Office of General Counsel</b>	<b>Number of Positions: 1</b>	
<b>Work Locations: 100 Church Street, New York, NY 10007</b>	<b>Hours/Shift: Day shift - 35 hrs/week minimum</b>	

**JOB DESCRIPTION**

The City of New York Office of Administrative Trials & Hearings (OATH) is a rapidly expanding and fast-paced tribunal that conducts administrative hearings for a wide range of agencies, boards, and commissions. OATH's Office of the General Counsel, which provides legal service and guidance to both agency staff and hearing personnel, is seeking a dynamic and thoughtful attorney to serve as Deputy General Counsel. This person will have extensive responsibility for all legal matters affecting the agency, including the OATH Environmental Control Board. He or she will play a key role in strengthening the legal foundation for the agency's mission through rulemaking, in-depth legal analysis, and advice. He or she will also supervise four attorneys who perform diverse in-house counsel work, such as review and assessment of state and federal lawsuits involving the agency with Law Department litigators, drafting and reviewing contracts, reviewing policies and procedures, and providing legal guidance to management. Exceptional writing, research and analytical skills, as well as outstanding managerial, interpersonal and communication skills are required. The ideal candidate pays attention to details but also thinks strategically. She or he must exercise sound judgment and demonstrate a commitment to public service. Prior government service is not required but can be an asset.

Duties include but are not limited to:

- Providing policy and strategic guidance to the General Counsel and executive staff;
- Analyzing and writing legislation and rules to improve due process, efficiency, and access to justice;
- Providing legal advice on procurement activities, labor/employment matters and administrative law;
- Making appropriate legal recommendations with regards to legislative matters, policy, and regulatory issues;
- Collaborating with the NYC Law Department on litigation matters;
- Establishing standard policies, procedures, and protocols throughout the agency;
- Assisting the General Counsel with confidential and sensitive projects;
- Supervising the work of four attorneys and two administrative staff;
- Creating and presenting training classes for the City's administrative law judges and hearing officers;
- Making presentations before the Environmental Control Board and others as needed; and
- Monitoring and disseminating information about changes in laws to legal personnel.

**QUALIFICATION REQUIREMENTS**

1. Admission to the New York State Bar and four years of recent full-time responsible, relevant, satisfactory legal experience subsequent to admission to any bar, eighteen months of which must have been in the supervision of other attorneys, in an administrative, managerial or executive capacity, or performing highly complex and significant legal work.

***Please Note: Incumbents must remain members of the New York State Bar in good standing for the duration of this employment.***

**Preferred Skills:**

**Candidates must demonstrate:**

- Outstanding interpersonal and communication skills.
- Excellent writing, legal research and analytical skills.
- Strong organizational skills.
- Strong management and training skills.
- Strong computer skills in Microsoft Word, Access, Outlook, Excel, PowerPoint and case management applications.
- History of volunteerism, such as service in the AmeriCorps or Peace Corps, is viewed favorably.

**To Apply:**

Applicant must be a City resident within 90 days of appointment. Interested candidates should apply online via *NYC Careers* on the [NYC.gov](http://www.nyc.gov) website (<http://www.nyc.gov/html/careers/html/home/home.shtml>). In addition, a writing sample should be submitted to [HROATH@oath.nyc.gov](mailto:HROATH@oath.nyc.gov). No telephone calls, faxes or personal inquiries please. Only those candidates under consideration will be contacted.

**For more information about OATH, visit us at: [www.nyc.gov/oath](http://www.nyc.gov/oath)**

<b>Post Date:</b>	<b>Post: Until filled</b>	<b>JVN: 820-2016-000045</b>
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**OATH and the City of New York are Equal Opportunity Employers**