

**NEW YORK CITY DEPARTMENT OF PROBATION
JOB VACANCY NOTICE – JVN 781-17-005**

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| CIVIL SERVICE TITLE: Agency Attorney, Level II | TITLE CODE NO.: 30087 |
| OFFICE TITLE: Assistant General Counsel | SALARY: Commensurate with experience |
| DIVISION/WORK UNIT: General Counsel | WORK LOCATION: Citywide |
| HOURS: 35 Hours Per Week | NUMBER OF POSITIONS: 1 |

JOB DESCRIPTION

The New York City Department of Probation (DOP) helps build stronger and safer communities by working with and supervising people on probation, fostering positive change in their decision-making and behavior, and expanding opportunities for them to move out of the criminal and juvenile justice systems through meaningful education, employment, health services, family engagement and civic participation. We are located in every borough across the City and provide four core services –pre-sentence investigations, intake, diversion and probation supervision. In summary, DOP ensures that people who enter our system are supervised according to their risk level and receive the support and services they need to abide by the law and be an asset to their communities.

Under direction of the Supervising Attorney(s) serves as a Senior Attorney with duties that includes:

- Performing sophisticated legal work and may assist with complex and difficult matters.
- Providing advice and counsel to operations staff in Family and Adult court.
- Prosecuting violations of probation, conducts hearings, and appears in Supreme, Criminal, Family Court and the Appellate Division or before administrative tribunals.
- Researching and preparing sophisticated cases.
- Recommending statutory and regulatory revisions related to agency issues.
- Drafting and reviewing proposed legislation, rules and regulations.
- Advising agency personnel of legal aspects of enforcement and administration of acts, rules, laws and regulations. Researching and writing briefs, legal opinions, affidavits, and memoranda of law.
- Preparing and arguing motions, writs, petitions or similar matters.
- Reviewing and prepare charging instruments.
- Negotiating, drafting, reviewing, and processing memoranda of understanding, contracts, leases and other agreements.
- May train and oversee work of attorneys and interns and assist in overall supervision of the unit.
- May be responsible for maintenance of law library and preparing reports and summaries.
- May serve as Records Access Officer under the Freedom of Information Law.
- Acts as a liaison with agency executives and other governmental bodies and law enforcement officials.
- Perform other relevant duties as determined by the General Counsel chain-of-command.

PREFERRED SKILLS

- Experience in Criminal law
- Experience in Family law, in particular Article 3 and Article 7 cases
- Courtroom litigation and advocacy experience
- Excellent legal writing skills are required. All applicants must submit a writing sample
- Outstanding communication skills
- Strong legal research skills
- Strong computer skills in Microsoft Word and Outlook
- Legal case management database experience

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.

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 1 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 Level 1 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.

New York City Residency is not required for this position; however, you must reside in New York State.

APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL

TO APPLY, PLEASE SUBMIT RESUME, COVER LETTER AND A WRITING SAMPLE INDICATING JVN# 781-17-

TO: External Applicants: <https://a127-jobs.nyc.gov/>

Internal Applicants: Employee Self Service (ESS)

SUBMISSION OF APPLICATION IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW

POST DATE: September 15, 2016

POST UNTIL: FILLED

JVN #: 781-17-005

“THE CITY OF NEW YORK AND THE DEPARTMENT OF PROBATION IS AN EQUAL OPPORTUNITY EMPLOYER. REASONABLE ACCOMMODATION AVAILABLE UPON REQUEST”