

ASSISTANT CORPORATION COUNSEL

DUTIES STATEMENT

Assistant Corporation Counsel, as provided by the City Charter, are appointed by the Corporation Counsel of the City of New York to assist him/her in discharging his/her responsibilities as attorney and counsel for the City and all of its agencies.

Assistant Corporation Counsel perform duties such as appearing for the Corporation Counsel in all state and federal courts, examining and cross-examining witnesses, selecting juries, making opening and closing statements, digesting and evaluating testimony, negotiating contracts, constructing and drafting economic development plans, developing and modifying proposed legislation for the Mayor and the City, testifying before legislative committees, conducting all litigation-related work such as pre-trial discovery, motion practice, appellate work and evaluating and negotiating settlements.

A Juris Doctorate (JD) or LLM from an accredited law school is required.