

**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: M1</b>	<b>Title Code: 95005</b>
<b>Office Title: Assistant General Counsel</b>	<b>Salary: \$63,301-\$106,350</b>	
<b>Division: Office of the General Counsel</b>		
<b>Unit: General Counsel</b>	<b>Number of Positions: 1</b>	
<b>Work Location: 66 John Street, New York, NY</b>	<b>Hours/Shift: Full time 35 hrs/wk</b>	

**ABOUT OATH:**

The City of New York's Office of Administrative Trials and Hearings (OATH) is the nation's largest administrative tribunal, holding approximately 400,000 trials and hearings a year. As the City's central, independent administrative law court, OATH adjudicates a wide range of matters filed by nearly every city agency, board and commission. OATH also houses the Center for Creative Conflict Resolution which provides mediation and restorative justice support to City government agencies and the general public, and the Administrative Judicial Institute, a resource center that provides training, continuing education, research and support services for administrative law judges and hearing officers.

**JOB DESCRIPTION:**

The Office of the General Counsel (OGC) provides legal services and guidance to executive agency staff, tribunal personnel, and the Clerk's Office. The OGC plays a key role in supporting and strengthening the agency's legal foundation and mission through legal analysis, research and writing, and advice.

The OGC seeks a dynamic and thoughtful attorney to serve as Assistant General Counsel. This person will have extensive responsibility for all legal matters affecting OATH. His or her primary responsibility will be to handle the agency's litigation arising from Article 78 appeals of its hearing officer decisions. Additional counsel work may include reviewing policies and procedures, providing legal guidance to management, and working with Law Department litigators on state and federal lawsuits that involve OATH. Exceptional writing, research, and analytical skills, and good interpersonal and communication skills are required. The ideal candidate pays attention to details, thinks strategically, and exercises sound judgment. Commitment to public service is an asset.

Duties include but are not limited to:

- Reviewing and preparing legal documents;
- Drafting and reviewing pleadings;
- Gathering the record for court proceedings;
- Providing legal advice and drafting memoranda;
- Identifying and researching new or evolving legal issues;
- Responding to subpoenas;
- Liaising and collaborating with the NYC Law Department and other City agencies on litigation and legal matters;
- Performing special projects as requested by the General Counsel; and
- Maintaining a high degree of professionalism.

The ideal candidate works well in a team comprised of attorneys and non-attorneys, enjoys working in a fast-paced environment, and is able to multitask.

**MINIMUM QUALIFICATION REQUIREMENT FOR CIVIL SERVICE TITLE**

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

**Preferred Skills:**

- Familiarity with administrative proceedings (preferably with OATH, but not required), judicial proceedings, court processes, and/or state or municipal government.
- Experience working within a government agency and/or in an in-house capacity at an institution.
- Demonstrated experience in legal research, writing, and litigation.
- Demonstrated ability to understand the provisions of federal and state civil laws and legal interpretations by federal and state courts.
- Ability to communicate with the public, government agencies, and agency staff on legal matters.
- Excellent oral and written communication skills.
- History of volunteerism, such as service in the AmeriCorps or Peace Corps, is viewed favorably.

**To Apply:**

For City employees, please go to Employee Self Service (ESS), click on Recruiting Activities > Careers, and search for the Job ID listed. For all other applicants, please go to [www.nyc.gov/jobs/search](http://www.nyc.gov/jobs/search) and search for the Job ID listed.

SUBMISSION OF A RESUME IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW.  
APPOINTMENTS ARE SUBJECT TO OVERSIGHT APPROVAL.

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)**

**NOTE:**

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered City employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

**Post Date: 7/27/2022**

**Post Until: Filled**

**Job ID: 820-2022-542750/62**

**OATH and the City of New York are Equal Opportunity Employers**