

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

Civil Service Title: Agency Attorney	Level: I	Title Code: 30087
Office Title: Assistant General Counsel	Salary: \$71,423 - \$82,137	
Bureau: Office of the General Counsel		
Work Location: 66 John Street, New York, NY	Number of Positions: 1	
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.	Hours/Shift: full time	

JOB DESCRIPTION

The City of New York's Office of Administrative Trials and Hearings (OATH) is the nation's largest independent administrative tribunal, conducting approximately 400,000 trials and hearings a year. OATH is a fast-paced organization committed to providing fair and timely administrative hearings to all New Yorkers. Through its Trials and Hearings Divisions, OATH serves as a neutral forum for the adjudication of a wide variety of civil cases affecting city employees and licensees, and the health, safety, and quality of life in New York City. In the past several years, OATH has grown significantly in size, scope and areas of jurisdiction.

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 the agency. His or her primary responsibilities will be to serve as a Records Access Officer.

Additional in-house counsel work may include reviewing policies and procedures, providing legal guidance to management, drafting contracts and memoranda of understanding, 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 responding to Freedom of Information Law (FOIL) requests, subpoenas, and other record requests;
- Maintaining logs and reports of record requests;
- Developing and maintaining expertise in FOIL through review of caselaw and advisory opinions;
- Identifying and researching new or evolving legal issues;
- Reviewing and preparing legal documents;
- Collaborating with the NYC Law Department on legal matters;
- Serving as liaison to other City agencies;
- Maintaining a high degree of professionalism; and
- Performing Special Projects as requested by the General Counsel.

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.

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 (30086).

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

PREFERRED SKILLS

- Excellent analytical, research, problem-solving, multi-tasking, and organizational skills.
- Excellent interpersonal, oral, and written communication skills.
- Experience working within a government agency and/or in an in-house capacity at an institution.
- 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** website (<http://www.nyc.gov/html/careers/html/home/home.shtml>). 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

Post Date: 11/29/2022

Post: Until Filled

JVN: -820-2022-526764

OATH and the City of New York are Equal Opportunity Employers