

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

Civil Service Title: Agency Attorney	Level: II	Title Code: 30087
Office Title: Assistant General Counsel	Salary: \$85,000 - \$90,000	
Division: Office of the General Counsel		
Unit: General Counsel	Number of Positions: 1	
Work Location: 100 Church Street/66 John Street, NY, NY	Hours/Shift: 35 hours/week minimum	

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 the agency. His or her primary responsibilities will be to:

- (1) draft contracts and memoranda of understanding; and
- (2) investigate and address internal and external complaints, including those related to discrimination and misconduct.

Additional in-house 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;
- Addressing employee discipline and labor matters;
- Identifying and researching new or evolving legal issues;
- Reviewing and responding to record requests;
- 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.

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

MINIMUM QUALIFICATION REQUIREMENT FOR CIVIL SERVICE TITLE

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.

In addition to meeting the minimum Qualification Requirements:

To be assigned to Assignment Level (AL) II, candidates must have one year of experience at Assignment Level I 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 Levels I 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.

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.
- Basic knowledge of, or expressed interest in, transactional law, EEO issues, labor law, FOIL issues, and/or municipal law.
- Strong oral communication skills, including the ability to liaise with internal staff and external stakeholders.
- Excellent writing, communication, interpersonal, analytical, research, problem-solving, multitasking and organizational skills.
- Knowledge of Microsoft Word, Excel, and Outlook.

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 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.

FOR SUMMER INTERNSHIPS ONLY

Interested candidates should submit a cover letter and resume to 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

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: 6/30/2022

Post Until: Until Filled

Job ID: 820-2022-538179/55

OATH and the City of New York are Equal Opportunity Employers