

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

Civil Service Title: Executive Agency Counsel	Level: M1	Title Code: 95005
Office Title: Assistant General Counsel	Salary: \$100,000	
Division: Admin/Executive/General Counsel		
Work Location: 100 Church St /66 John Street	Number of Positions: 1	
	Hours/Shift: Day shift - 35 hrs/week minimum	

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 OATH. His or her primary responsibility will be to:

- (1) perform the agency's rulemaking
- (2) research and draft memoranda to legal staff
- (3) provide parliamentary support to the Environmental Control Board.

Additional counsel work includes reviewing policies and procedures, providing legal guidance to management, and working with the Law Department and various agencies on the application of laws. 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:

- performing all aspects of rulemaking: fact-finding, legal research and analysis, drafting and publishing rules and notices, consulting with the Mayor's Office and the Law Department, holding public hearings;
- Reviewing and preparing legal documents;
- Providing legal advice and drafting memoranda;
- Identifying and researching new or evolving legal issues;
- Preparing materials and agenda to facilitate meetings;
- Liaising and collaborating with the NYC Law Department and other City agencies on rulemaking and legal matters;
- Managing internship/law fellow programs;
- 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.

QUALIFICATION REQUIREMENTS

- 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

1. Familiarity with rulemaking and drafting legislation.
2. Experience working within a government agency and/or in an in-house capacity at an institution.
3. Demonstrated experience in legal research and writing.
4. Familiarity with virtual meeting applications, such as Teams, WebEx, and Zoom.
5. Familiarity with, or expressed interest in, Open Meetings Law.
6. Familiarity with, or expressed interest in, Robert's Rules of Order.
7. Ability to communicate with the public, government agencies, and agency staff on legal matters.
8. Excellent oral and written communication skills.
9. History of volunteerism, such as service in the AmeriCorps or Peace Corps, is viewed favorably.

To Apply:

Applicant must be a New York 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>). Please upload a cover letter and resume, combined in one document, when you are prompted to upload a resume. 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: 2/17/2023

Post: 4/18/2023

JVN: 820-2023-575723

OATH and the City of New York are Equal Opportunity Employers