

City of New York
DEPT OF RECORDS & INFO SERVICE
Job Posting Notice

Civil Service Title: AGENCY ATTORNEY	Level: 03
Title Code No: 30087	Salary: \$79,620.00/\$91,563.00-\$91,563.00 Frequency: ANNUAL
Title Classification: Non-Competitive	
Business Title: AGENCY ATTORNEY	Work Location: 31 Chambers St., N.Y.
Division/Work Unit: Executive Offices	Number of Positions: 1
Job ID: 594178	Hours/Shift: Day - Due to the duties of this position, candidate may be required to be on call and/or work various shifts such as weekends and/or evening shifts.
<p style="text-align: center;">Job Description</p> <p>The Department of Records and Information Services (DORIS) seeks an experienced attorney. The DORIS is responsible for preserving, protecting, and making available historical materials through the Municipal Archives, providing information services through the Municipal Reference Center, and directing records policies for City government through the Records Center. The candidate will perform difficult and complex legal work having significant financial, procedural, and policy consequences. The ideal candidate works well in a team comprised of attorneys and non-attorneys and should be adept at project management and the administrative responsibilities necessary to support and effectuate the work. The attorney must have the ability to work in a fast-paced environment and work effectively within tight deadlines. The hired candidate will be responsible for independently reviewing agency records, consulting with agency representatives, and researching and writing memoranda of law.</p> <p>Specific duties will include, but are not limited to:</p> <ul style="list-style-type: none"> • Analyze federal, state, and local statutes and regulations; • Drafts, and negotiates contracts and other legal materials • Handle special assignments and projects, including oral and/or written presentations; • Respond to requests for information or documents; • Coordinates agency compliance with local laws and directives • Manages disciplinary proceedings • Performs duties required by statute or Executive Order, as assigned by the Commissioner. • Conducts legal research, drafts memoranda, prepares cases, and represents agency in legal proceedings and cooperatively interact with agency administrative personnel and provide legal advice, as necessary. 	
<p style="text-align: center;">Minimum Qualification Requirements</p> <p>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</p>	

assignment.

Preferred Skills

Candidates must demonstrate:

- Outstanding interpersonal and communication skills.
- Excellent writing, legal research, and analytical skills. Strong organizational skills.
- Strong management and training skills.
- Strong computer skills in Microsoft Word, Access, Outlook, Excel, PowerPoint and case management applications.
- Familiarity with NYC Procurement rules desired.

Additional Information

Admission to the New York State Bar; and two years of recent full-time responsible, relevant, satisfactory legal experience subsequent to admission to any bar. It is preferred that applicants have 12 months or more of experience in a legislative or government office. Applicants should possess strong analytical skills and demonstrate the capability to work independently and proactively on their assignments. Applicants must have superior skills in organization, time-management, research, writing and oral advocacy.

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

To Apply

Search for the Job ID# **594178**

External Candidates please go to www.nyc.gov/careers

Current NYC employees please go to www.nyc.gov/ess

NO E-MAILS, PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED.

NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL.

Public Svc Loan Forgiveness

As a prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S. Department of Education's website at StudentAid.gov/PSLF

Posting Date: 07/26/2023

Post Until: Filled

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.