

JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Agency Attorney Level 2	TITLE CODE NO.: 30087-L2
OFFICE TITLE: Assistant General Counsel	SALARY: \$60,074-90,027 (Annual)
DIVISION/WORK UNIT: Office of Legal Affairs	WORK LOCATION: 156 William Street, New York, New York 10038
HOURS: 35 Hours Per Week (minimum)	NUMBER OF POSITIONS: 1

JOB DESCRIPTION:

The New York City Department of Youth and Community Development (DYCD) supports youth and community services through contracts with a broad network of non-profit Community-Based Organizations (CBO) throughout New York City. Our central task is administering available city, state, and federal funds to a wide range of innovative, practical and quality programs that positively impact youth and communities.

Under the general supervision of the General Counsel/Deputy General Counsel, with latitude for independent initiative and judgment, the Agency Attorney II will engage in difficult and complex legal work having significant financial, procedural, and policy implications for DYCD's administration and operations, including but not limited to the following:

- Negotiate and draft detailed and significant contracts and MOUs;
- Provide legal advice to the Commissioner and prepare legal opinions on matters of major importance to the Agency and the City;
- Research and draft policies and communicate to DYCD management and contractors;
- Handle conflict of interest, business integrity, FOIL, DOI, and employee discipline matters;
- Act as liaison with senior management within the Agency and with other City agencies; and
- Conduct complex and detailed negotiations on behalf of the Agency.

PREFERRED SKILLS:

- Excellent oral and written communication skills, as well as excellent legal research skills.
- Excellent analytical and problem solving ability
- Ability to work in fast paced environment and work on several matters at one time
- Computer literacy with excellent skills in Microsoft Office, Word, and Excel.
- Experience in government or public interest legal work, governmental regulation, and contract drafting and review.
- Three years experience as a practicing lawyer.

****Note-If candidate is selected for an interview, a writing sample will be required.**

MINIMUM QUALIFICATIONS:

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 Intern (30086).

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

Note:

In addition to meeting the minimum Qualification Requirements:

- To be assigned to 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.

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

<<<NYC RESIDENCY IS REQUIRED CANDIDATES WITH LESS THAN (2) YEARS OF CITY SERVICE>>>

Candidates with two (2) years of City service may reside in New York City, Nassau, Orange, Rockland, Suffolk, Putnam or Westchester counties.

To APPLY:

Search for the Job ID

#152123

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

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

ALL APPLICATIONS MUST BE SUBMITTED VIA THE ONLINE PORTALS MENTIONED ABOVE.
SUBMISSION OF AN APPLICATION DOES NOT GUARANTEE AN INTERVIEW. ONLY CANDIDATES UNDER
CONSIDERATION WILL BE CONTACTED.

If you do not have access to a personal computer, please visit your local library

POST DATE: 06/13/2014

POST UNTIL: Until Filled

JOB ID#: 152123

The City of New York and the Department of Youth and Community Development is an Equal Opportunity Employer.