

**JOB VACANCY NOTICE**

<b>CIVIL SERVICE TITLE:</b> Agency Attorney Level 1	<b>TITLE CODE NO.:</b> 30087-L1
<b>OFFICE TITLE:</b> Assistant General Counsel	<b>SALARY:</b> \$53,181-\$81,189 (Annual)
<b>DIVISION/WORK UNIT:</b> Office of Legal Affairs	<b>WORK LOCATION:</b> 156 William Street, New York, New York 10038
<b>HOURS:</b> 35 Hours Per Week (minimum)	<b>NUMBER OF POSITIONS:</b> 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 some latitude for independent initiative and judgment, the Agency Attorney I will be responsible for a variety of activities related to DYCD's operations and administration, 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;
- Act as liaison with executives within the Agency, with other City agencies, and representatives of DYCD contractors ;
- Handle conflict of interest, business integrity and FOIL matters;
- Conduct 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.
- Two 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**

**# 152186**

External Candidates please go to [www.nyc.gov/careers](http://www.nyc.gov/careers)

Current NYC employees please go to [www.nyc.gov/ess](http://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 #: 152186**

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