

JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Agency Attorney Level 3	TITLE CODE NO.: 30087-L3
OFFICE TITLE: Assistant General Counsel	SALARY: \$77,015 to \$98,864 (\$66,970 with less than 2 years of City service)
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 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 wide latitude for independent initiative and judgment, the Agency Attorney III will supervise important legal activity and engage in difficult and complex legal work having significant financial, procedural, and policy implications, including but not limited to the following:

- Negotiate and draft detailed and significant contracts;
- 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 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.
- 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.

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 Interne (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, PLEASE SUBMIT RESUME AND COVER LETTER TO:

Attn: Recruitment Unit
NYC Department of Youth and Community Development, Office of Human Resources
156 William Street, 3rd Floor
New York, New York 10038

Or e-mail Opportunities@dycd.nyc.gov

Visit www.nyc.gov/dycd

(PLEASE INCLUDE THE JVN # IN THE SUBJECT LINE OF EMAIL AND ON THE TOP OF THE RESUME)

SUBMISSION OF APPLICATION IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW

****Please make all inquiries regarding this position through our email: opportunities@dycd.nyc.gov ...Thank you!**

POST DATE: 02/06/2012

POST UNTIL: Until Filled

JVN #: 261-12-022

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