

Agency Attorney Level 3 – General Litigation – Law Department

JOB DESCRIPTION:

1. Represent the Authority in proceedings before administrative agencies and state and federal courts in employment and housing litigation matters.
2. Prepare position statements, pleadings, motions, appeals, legal opinions, and other documents.
3. Conduct discovery, including taking and defending depositions.
4. Interact with other attorneys and adversaries and negotiate settlement agreements.
5. Conduct confidential internal investigations.
6. Analyze and assist NYCHA in complying with federal, state, and local laws and regulations.
7. Research legal issues in areas described above.
8. Other duties as assigned in these and related areas.

QUALIFICATION REQUIREMENTS:

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 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.

EDUCATION AND EXPERIENCE PREFERRED:

1. Relevant experience and/or demonstrated interest in employment or housing litigation.
2. Strong analytical and writing skills.
3. Knowledge of EEO and fair housing laws including Title VII, ADA, ADEA, FLMA, the Fair Housing Act, the Rehabilitation Act and state and city anti-discrimination laws.
4. Minimum three years of experience in litigation.

NOTE: The selected candidate is required to maintain confidentiality regarding all NYCHA proceedings.
Salary will be commensurate with experience.

Interested candidates should submit their cover letter and resume to Donna M. Murphy, Chief, General Litigation, New York City Housing Authority, Law Department, 250 Broadway, 9th Floor New York, New York 10007; must include bar admission date(s) (month and year) on resume; provide two writing samples representing candidate’s efforts, not those of a reviewer; provide three references, listing their professional association and the circumstances under which they became familiar with the candidate’s professional skills; include a copy of law school transcript; provide current salary and/or minimum salary requirements.

NYCHA is an equal opportunity employer

