

# **Executive Agency Counsel – Commercial Litigation – Law Department**

## **JOB DESCRIPTION:**

1. Supervise attorneys in Commercial Litigation Unit, including: assign matters and effectively allocate work; encourage independent analysis; review written work product and oral arguments; develop litigation strategies; approve settlements; set personal goals and professional development plans; and conduct informal and formal performance reviews.
2. Supervise support staff, including: set parameters for entries in case management system, filing, and preparation of papers.
3. Represent NYCHA in proceedings before state and federal courts concerning construction, finance, prevailing wages, public bidding, contracts, commercial real estate, liens and levies, bankruptcy, Section 8 assisted housing, and other relevant federal programs.
4. Provide legal counsel to various NYCHA divisions concerning above issues.
5. Analyze and assist NYCHA in complying with federal, state, and local laws and regulations.
6. Interact with other attorneys and adversaries and negotiate settlement agreements.
7. Conduct discovery.
8. Research legal issues in areas described above.
9. Prepare pleadings, motions, appeals, legal opinions, demand letters, and other documents.
10. Other duties as assigned in these and related areas.

## **QUALIFICATION REQUIREMENTS:**

Admission to the New York State Bar; and four years of recent full-time responsible, relevant, satisfactory legal experience subsequent to admission to any bar, eighteen months of which must have been in the supervision of other attorneys, in an administrative, managerial or executive capacity, or performing highly complex and significant legal work.

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

## **EDUCATION AND EXPERIENCE PREFERRED:**

1. Relevant experience and/or demonstrated interest in commercial litigation.
2. Minimum three years of experience in general or commercial 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 Nancy M. Harnett, Assistant General Counsel, New York City Housing Authority, Law Department, 250 Broadway, 9<sup>th</sup> 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*

