

**NEW YORK CITY TAXI AND LIMOUSINE COMMISSION  
CITYWIDE JOB VACANCY NOTICE**

Civil Service Title:	Executive Agency Counsel	Level: M-I
Title Code:	95005	Work Location: 33 Beaver Street New York, N.Y. 10004
Office Title:	Assistant General Counsel	Salary: \$49,492 - \$90,000 (new hire) \$53,373 - \$90,000 (incumbent)
Division/Work Unit:	Office of Legal Affairs	No. of Positions: 1

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**JOB DESCRIPTION**

The attorney will be assigned to the Office of Legal Affairs, which currently consists of the agency's general counsel, eight assistant general counsels, an office manager, and four clerical employees. The Attorney will handle primarily employment law matters for the agency and may on occasion be assigned to work on other matters.

Duties may include:

- Serving as the agency's disciplinary counsel in preparing, prosecuting, and managing employee discipline cases.
- Working with the agency's director of labor relations, agency managers, and the Mayor's Office of Labor Relations to address employee grievances and other labor matters.
- Advising on employment-related ethics and integrity matters and serving as agency's liaison with the Conflicts of Interest Board.
- Managing employment-related litigation on behalf of the agency, including representing agency before administrative tribunals, preparing answers on EEO and other employment litigation, and coordinating responses to litigation with the Corporation Counsel.
- Advising agency on disability-related issues and preparing agency's response to disqualification and involuntary disability cases.
- Conducting training sessions for agency management on employment-related matters.
- Supervising investigator.
- Performing various other assignments, rule-making, and other special projects, as assigned.

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**QUALIFICATION REQUIREMENTS**

1. 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.

New York City Residency Required within 90 Days

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**PREFERRED SKILLS**

- Excellent written and oral communication skills.
- Interest in employment law issues.

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To apply, please submit 2 copies of cover letter and 2 copies of resume to:  
NYC Taxi and Limousine Commission  
Carmen Rojas  
Human Resources Division  
33 Beaver Street – 22<sup>nd</sup> Floor  
New York, New York 10004  
Email: [jobsattlc@tlc.nyc.gov](mailto:jobsattlc@tlc.nyc.gov)

Post Date: May 16, 2012	Post Until: June 6, 2012	JVN: 156-2012-101376
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The NYC Taxi and Limousine Commission is an Equal Opportunity Employer