



**NEW YORK CITY FIRE DEPARTMENT
JOB VACANCY NOTICE**

CIVIL SERVICE TITLE Agency Attorney – Level II	JOB ID# 145501-REPOSTING
OFFICE TITLE Agency Attorney – Level II	SALARY \$60,074 - Minimum salary for full-time employees with less than 2 years of City service \$69,085 - Minimum salary for full-time employees who have 2 years of City service
BUREAU/DIVISION/UNIT Office of the Fire Commissioner/Equal Employment Opportunity (EEO)	LOCATION 9 MetroTech Center Brooklyn, New York

JOB DESCRIPTION:

The Agency Attorney LII will conduct investigations of alleged Equal Employment Opportunity (EEO) violations. Conduct interviews of complainants, respondents, and witnesses. Gather relevant documents and prepare written summaries of investigations and recommendations. Prepare administrative closing memos to the Assistant Commissioner of EEO, including referrals to appropriate Bureaus for action. Research legal issues relating to EEO Law. Conduct EEO Compliance Inspections for Fire Department facilities. Conduct EEO training for FDNY employees, EEO Counselors, and FDNY units as needed. Perform other related work as may be designated by the Assistant Commissioner/Deputy Director of EEO.

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.

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.

PREFERRED SKILLS:

Experienced trainer or public speaker. Proficiency in Microsoft Office Word, Excel, and Powerpoint. A Motor Vehicle Driver’s License valid in the State of New York. The ability to drive within the five boroughs.

NOTE: New York City residency is required within 90 days of appointment. However, City employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency Human Resources Representative at time of interview.

**TO APPLY: NON-CITY EMPLOYEES/EXTERNAL CANDIDATES PLEASE GO TO NYC.GOV/CAREERS
CITY EMPLOYEES MUST APPLY VIA [EMPLOYEE SELF SERVICE \(NYC.GOV/ESS\)](http://EMPLOYEE SELF SERVICE (NYC.GOV/ESS)).**

REFER TO JOB ID # 145501

No phone calls please.

ONLY THOSE CANDIDATES CONSIDERED FOR AN INTERVIEW WILL BE CONTACTED.

DATED: August 30, 2014

***POST UNTIL*:** September 26, 2014

The Fire Department is an Equal Opportunity Employer.