

City of New York
DEPT OF RECORDS & INFO SERVICE
Job Posting Notice

Civil Service Title: AGENCY ATTORNEY	Level: 01
Title Code No: 30087	Salary: \$57,005.00/\$65,556.00-\$87,027.00 Frequency: ANNUAL
Business Title: AGENCY ATTORNEY	Work Location: 31 Chambers St., N.Y.
Division/Work Unit: Executive Offices	Number of Positions: 1
Job ID: 231187	Hours/Shift: Day - Due to the duties of this position, candidate may be required to be on call and/or work various shifts such as weekends and/or evening shifts.

Job Description

The Department of Records and Information Services (DORIS) seeks an experienced attorney. The DORIS is responsible for preserving, protecting and making available historical materials through the Municipal Archives, providing information services through the Municipal Reference Center, and directing records policies for City government through the Records Center.

The candidate will perform difficult and complex legal work having significant financial, procedural, and policy consequences. The ideal candidate works well in a team comprised of attorneys and non-attorneys and should be adept at project management and the administrative responsibilities necessary to support and effectuate the work. The attorney must have the ability to work in a fast-paced environment and work effectively within tight deadlines. The hired candidate will be responsible for independently reviewing agency records, consulting with agency representatives, and researching and writing memoranda of law.

Specific duties will include, but are not limited to:

- Analyze federal, state and local statutes and regulations;
- Handle special assignments and projects, including oral and/or written presentations;
- Respond to requests for information or documents;
- Cooperatively interact with agency administrative personnel and provide legal advice as necessary; and
- Handle legal and policy issues pertaining to the implementation of record management policies.

Minimum 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. In addition to meeting the minimum Qualification Requirements:
To be assigned to Assignment Level (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.

Preferred Skills

Candidates must demonstrate:

- Outstanding interpersonal and communication skills.
- Excellent Writing, legal research and analytical skills
- Strong organizational skills
- Strong management and training skills.
- Strong computer skills in Microsoft Word, Access, Outlook, Excel, PowerPoint and case management applications
- Familiarity with NYC Procurement rules desired.

Additional Information

Admission to the New York State Bar; and two years of recent full-time responsible, relevant, satisfactory legal experience subsequent to admission to any bar.

It is preferred that applicants have 12 months or more of experience in a legislative or government office.

Applicants should possess strong analytical skills and demonstrate the capability to work independently and proactively on their assignments.

Applicants must have superior skills in organization, time-management, researching, writing and oral advocacy.

Residency Requirement

New York City residency is generally 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 representative at the time of interview.

To Apply

Search for the Job ID # **231187**

External Candidates please go to www.nyc.gov/careers

Current NYC employees please go to www.nyc.gov/ess

ALL APPLICANTS ARE REQUIRED TO UPLOAD A RESUME ALONG WITH A WRITING SAMPLE AND COVER LETTER.

NO E-MAILS, PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED.

NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

For more information about DORIS visit us at: www.nyc.gov/records

Posting Date: 02/09/2016

Post Until: 02/23/2016

The City of New York is an Equal Opportunity Employer