



NEW YORK CITY COUNCIL JOB POSTING

JOB TITLE:	Senior Counsel
PROPOSED SALARY RANGE:	\$135,000 - \$155,000
DIVISION/UNIT:	Finance Division
WORK LOCATION:	250 Broadway New York, New York 10007

The New York City Council, an equal opportunity employer, is seeking an attorney to serve as Senior Legislative Counsel in the Finance Division.

KEY RESPONSIBILITIES:

- Assisting Chief Counsel to the Finance Division.
- Drafting local legislation.
- Conducting legal research, analyzing legal and policy issues.
- Overseeing legislation as it moves through the legislative process.
- Advising Council Members and their staff.
- Working with various stakeholders outside of the Council.
- Staffing the Finance Committee.
- Preparing and organizing committee hearings, drafting committee reports and committee briefing papers.
- Overseeing compliance in relation to discretionary funding awards.
- Other duties as assigned.

QUALIFICATIONS:

- Applicants must be admitted to the New York State Bar or must be in the process of applying for admission.
- Must possess superior writing, research, and analytical skills.
- Strong communication, organizational abilities, and excellent academic credentials.
- Able to use discretion and judgment when necessary to handle confidential information and to interact successfully with elected officials and other stakeholders.
- Hard-working, detail-oriented and committed to public interest work.
- Ability to manage multiple projects under tight deadlines.
- Client-oriented and a team player.
- General computer skills, including proficiency with Microsoft Word and Outlook are essential. Proficiency with Westlaw is strongly preferred.
- Familiarity with New York City government is a plus.

ADDITIONAL INFORMATION:

New York City residency required within 90 days of appointment.

For eligible employees, health, dental and vision insurance coverage are offered upon hire. Retirement plans, deferred compensation plans, group life insurance, paid time off and paid holidays, training resources, health & fitness reimbursement and wellness programs are also available.

The New York City Council makes reasonable accommodations for applicants and employees with disabilities. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact EEOfficer@council.nyc.gov.

HOW TO APPLY:

Qualified candidates should forward their cover letter indicating your match to the stated job requirements and your resume to:

E-MAIL: counciljobs@council.nyc.gov

MAIL: New York City Council
 Attn: Personnel Services/Recruiting
 250 Broadway, 26th Floor
 New York, New York 10007

FAX: 12124014711

While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted.

The New York City Council is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.