



JOB VACANCY POSTING NOTICE

Job ID: 265946
Business Title: Staff Attorney - Parking
Proposed Salary Range: \$73,938 - \$85,029
Division/Work Unit: Legal Affairs Division/ Parking Law Unit
Work Location: 345 Adams Street, Brooklyn, NY
(Current location but could be subject to change)
Career Level: Experienced (non-manager)
Civil Service Title: Agency Attorney **Level:** 3

NYC Department of Finance (DOF) is responsible for administering the tax revenue laws of the city fairly, efficiently, and transparently to instill public confidence and encourage compliance while providing exceptional customer service.

Division Description:

Headed by the agency's General Counsel/Deputy Commissioner for Legal Affairs, the Legal Affairs Division serves as the in-house legal department for the New York City Department of Finance. The Division provides professional and comprehensive legal advice and services in support of a full range of City tax and other revenue-related matters handled by the Department of Finance's operating divisions. Legal Affairs attorneys handle varied legal areas including New York City real property taxes and exemptions; City business income and excise taxes; collections; parking violations; FOIL; administration related and other legal matters. Reporting to the Director, the Parking Division focuses on parking related legal matters including parking fraud reinstatement cases, collection of unpaid parking judgments, advising on and drafting parking related legislation and rules, advising operating divisions, preparing cases for administrative review, working with the City's Law Department on parking related litigation matters, communicating with the general public and resolving complex issues arising from the boot/tow of their vehicle(s), and preparing and signing collection and/or enforcement legal documents.

Job Description:

Legal Affairs Parking Division seeks an experienced and self-motivated **Attorney**, willing to take on new challenges based on the needs of the Division. The selected attorney will handle parking related legal matters, focusing on operational areas such as the commercial parking program including fleet billing, and working with the Sheriff's office on matters relating to parking enforcement strategies.

Under direction, with wide latitude for independent judgment and unreviewed action and decision, the selected candidate may handle the following complex related matters:

- Perform legal work involving issues of fact and questions of law, including parking law, CPLR, Vehicle and Traffic Law

- Perform legal research and draft memorandum, legal responses and other documents as needed. Prepare, review and/or sign legal collection and enforcement documents as needed.
- Serve as liaison with the Law Department on agency related litigation. Work with managers and staff in the operating divisions to be able to provide necessary information and responses to review and defend any claims or actions filed against the agency.
- As needed, prepare petitions for administrative hearings including parking fraud reinstatement hearings and to assist the public directly with complex legal problems resulting from the Sheriff Boot Program
- Represent the agency at administrative hearings and in other forums such as small claims court, and parking fraud reinstatement hearings as may be needed. The attorney will be required to travel to all boroughs for hearings as needed.
- Handle general legal matters and special assignments and serve as of counsel to the Special Assistant Corporation Counsel.
- Research and draft legal responses to claims or actions filed against the agency as needed.
- Assist in providing legal counsel to the agency's operational staff on other areas as assigned by Division managers and/or the General Counsel.
- Participate on division and agency projects.

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:

- Experience with administrative proceedings and/or parking violations related operational matters including commercial programs and enforcement is a plus, as is experience with NYS Vehicle and Traffic Law and City laws and rules related to traffic and parking.
- The selected agency attorney should have a demonstrated interest in public service.
- Excellent knowledge of and experience with STARS and NYCSERV is strongly preferred.
- Excellent communication and interpersonal skills, as well as strong research and writing abilities, and the demonstrated ability to successfully balance multiple assignments and projects, and a willingness to be flexible to handle the changing needs of the division is preferred.
- Ability to write clearly, concisely, and present complicated legal issues in a manner that is simple and readily understandable.

Additional Information

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

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:

Click the "Apply Now" button.

While we appreciate every applicant's interest, only those under consideration will be contacted.

Posting Date: 10/28/2016

Post Until: 12/04/2016

The City of New York is an Equal Opportunity Employer