



JOB VACANCY POSTING NOTICE

Job ID: 275432
Business Title: Parking Fraud Attorney
Proposed Salary Range: \$73,938 - \$85,029
Division/Work Unit: Legal Affairs/Parking Law
Work Location: 345 Adams St., Brooklyn, NY
(Current location but could be subject to change)
Career Level: Experienced (non-manager)
Civil Service Title: Agency Attorney **Level:** III

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.

Job Description:

Reporting to the Director, the Parking Division focuses on parking-related matters including researching fraud cases, drafting fraud petitions and bringing cases to reinstatement hearings, 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.

The Parking Division in the Legal Affairs Division seeks an enthusiastic, self-motivated attorney, to handle parking fraud reinstatement cases. The attorney will also be responsible for working with the Director, the Sheriff's Office and other staff to develop and prepare documents for fraud reinstatement hearings and represent the agency at the hearings. Working closely with the Sheriff's Office and enforcement staff, the selected candidate will perform complex parking research, identify and develop strategies for reinstatement cases and follow through on the enforcement and collections of reinstated penalties.

The selected candidate may perform the following duties:

- Perform legal work involving issues of fact and questions of law, including fraud and parking violations.
- Review STARS data and ALJ decisions.
- 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.
- Prepare petitions for administrative hearings including parking fraud reinstatement hearings.

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- Assist the public directly as needed with complex legal problems resulting from the Sheriff Boot Program.
- With direction, represent the agency at administrative hearings including parking fraud reinstatement hearings and in other forums as may be needed. The attorney will be required to travel to all boroughs for hearings as needed.
- Conduct appeals as well as assist in any resulting litigation matters.
- Monitor payment of successfully prosecuted cases and work with appropriate Department staff to enforce the reinstated judgments, including executions and other collection steps.

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 matters 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 NYCSESV 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: 12/16/2016

Post Until: 1/15/2017

The City of New York is an Equal Opportunity Employer

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