

**THE CITY OF NEW YORK
OFFICE OF ADMINISTRATIVE TRIALS AND HEARINGS
CITYWIDE JOB VACANCY NOTICE**

Civil Service Title: Executive Agency Counsel	Level: M4	Title Code: 95005
Office Title: Senior Counsel	Salary: \$ 85,000 - \$100,000	
Bureau: Office of General Counsel		
Work Location: 100 Church Street, New York NY	Number of Positions: 1	
	Hours/Shift: Day shift - 35 hrs/week minimum	

JOB DESCRIPTION

The City of New York's Office of Administrative Trials and Hearings (OATH) is the nation's largest central administrative tribunal, conducting approximately 300,000 hearings per year. OATH is a fast-paced organization committed to providing fair and timely administrative hearings to all New Yorkers. Through its Trials and Hearings Divisions, OATH serves as a neutral forum for the adjudication of a wide variety of civil cases affecting city employees and licensees, and the health, safety, and quality of life in New York City. In the past several years, OATH has grown significantly in size, scope and jurisdiction.

The Office of the General Counsel, which provides legal service and guidance to both agency staff and hearing personnel, is seeking a dynamic and thoughtful attorney to serve as Senior Counsel. This person will have responsibility for significant legal matters affecting the agency. He or she will play a key role in strengthening the legal foundation for the agency's mission through research and writing, in-depth legal analysis, and advice. He or she will work collaboratively with other attorneys in the Office of the General Counsel who perform diverse in-house counsel functions, as well as with NYC Law Department attorneys. Senior Counsel will review and assess agency policies, procedures, and protocols for purposes of creating sound standards; provide legal guidance to management; and perform Special Projects. Exceptional writing, research, analytical and organizational skills are required, as well as good communication skills. The ideal candidate enjoys writing and research, savors attention to detail, and thinks strategically. She or he must exercise sound judgment and demonstrate a commitment to public service. Prior government service is not required but can be an asset.

Duties include but are not limited to:

- Providing legal, policy and strategic guidance to the General Counsel and executive staff;
- Providing legal advice on administrative law and other legal topics;
- Collaborating with the NYC Law Department to provide legal support to OATH;
- Engaging in rulemaking;
- Writing legal memoranda on administrative law topics;
- Monitoring and disseminating information about changes in laws to legal personnel;
- Providing training to OATH hearing officers; and
- Performing Special Projects as requested by the General Counsel.

QUALIFICATION REQUIREMENTS

1. Membership in good standing of the New York State Bar (must be maintained for the duration of this employment); and
2. Four years of recent full-time responsible, relevant, satisfactory legal experience subsequent to admission to any bar, eighteen months of which must have been in the supervision of other attorneys, in an administrative, managerial or executive capacity, or performing highly complex and significant legal work.

Preferred Skills:

Extensive litigation experience preferred. Judicial clerkship, membership on law review, or a background in administrative law a plus. Preference may be given to candidates with experience in NYC government and OATH. History of volunteerism, such as service in the AmeriCorps or Peace Corps, is viewed favorably.

To Apply:

Applicant must be a City resident within 90 days of appointment. Interested candidates should apply online via **NYC Careers** on the **NYC.gov** website (<http://www.nyc.gov/html/careers/html/home/home.shtml>). In addition, a writing sample should be submitted to HROATH@oath.nyc.gov. No telephone calls, faxes or personal inquiries please. Only those candidates under consideration will be contacted.

For more information about OATH, visit us at: www.nyc.gov/oath

Post Date: 4/28/17	Post Until: filled	JVN: 820-2017-288231
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OATH and the City of New York are Equal Opportunity Employers