



## JOB VACANCY POSTING NOTICE

**Job ID:** 385616  
**Business Title:** Contracts Attorney  
**Proposed Salary Range:** \$58,675 - \$105,100  
**Division/Work Unit:** Legal Affairs/General Counsel  
**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:** 03

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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 NYC 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 agency operating divisions. Legal Affairs attorneys and staff handle diverse legal areas including New York City real property taxes and exemptions; business income and excise taxes; collections; parking violations; treasury; land registry; FOIL; employment law; and other agency matters.

### Job Description:

Legal Affairs' seeks an experienced and self-motivated attorney to handle contract and procurement related matters. Reporting to the Assistant Commissioner/Executive Director and working collaboratively with Legal Affairs contracts counsel, the Agency Chief Contracting Officer's team, DOF business units, and the Law Department, the selected attorney will handle a range of contract, purchasing and procurement related matters in order to ensure the legal compliance of all procurements, contracts and/or agreements. The attorney will also provide legal support on on strategic projects, FOIL Appeals and other complex legal matters.

Duties and responsibilities are; but not limited to:

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

Under direction from DOF contracts counsel, research and review procurement issues, and contract and procurement related documents. Provide legal guidance under contract related laws, rules and regulations. Advise DOF managers with respect to contract issues.

Support agency contract counsel on legal documents and issues regarding DOF agreements, leases, business documents, and contracts.

JVN#385616

Draft and review sophisticated agreements, requests for proposals, solicitation documents, contract language and agreements and terms and conditions in compliance with governing statutes and regulations. With DOF contracts counsel, advise on the processes to be followed for such agreements.

Work with the ACCO and DOF business units to understand the business needs and incorporate requirements into the scope of work and proposals; negotiate contract language, terms and conditions; conduct legal research and analysis in connection with these agreements.

Acts as liaison with managers from operational divisions within the agency and with other City agencies including the Law Department and oversight agencies on assigned matters.

Monitor work flow, ensuring compliance with deadlines, and preparing reports and summaries;

With an understanding of the City's procurement rules, laws and processes, complete contract related documents to enable DOF to meet requirements.

Under the general supervision of the FOIL Appeals Officer research, review and draft appeals and work with the Law Department on agency litigation matters.

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. Handle administrative and legal proceedings, representing DOF at administrative proceedings as needed, as well as reviewing and responding to any legal claims or correspondence to the agency.

**Preferred Skills:**

Familiarity with the current City, State and Federal procurement or contracting policy issues. Knowledge of New York City Procurement Policy Board (PPB) Rules, and other laws rules and guidance governing the City contracting process. Strong knowledge of the City contracting and procurement process.

Experience working with government procurement including drafting and reviewing contracts, proposals, and other documents relating to the City or other government procurement process is strongly preferred.

Excellent written and oral communication skills, computer skills, as well as the ability to prioritize multiple projects and work collaboratively with internal and external stakeholders and customers; and the ability to shift focus on assignments in response to agency priorities.

**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.

**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:** 4/16/2019

**Post Until:** 5/16/2019

**The City of New York is an Equal Opportunity Employer**