



JOB VACANCY POSTING NOTICE

Job ID: 387521
Business Title: Agency Attorney-Collections Law
Proposed Salary Range: \$58,716 - \$71,753
Division/Work Unit: Legal Affairs/Collections Law
Work Location: 375 Pearl Street, New York, NY
(Current location but could be subject to change)
Career Level: Manager
Civil Service Title: Agency Attorney **Level:** 01

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:

Within Legal Affairs, the Collections Unit supports the agency's debt collections efforts, handling the collections of business and excise tax warrants, bankruptcy issues, collections of environmental control board violations and may also collect other debt. Reporting to the Director of the Collections Unit, the unit seeks a collections attorney to work independently and capably represent the agency in debt collection matters including ECB debt, tax warrants, legal research, review of debt and other legal and collections related documents for collections, negotiation of agreements with debtors, mortgage foreclosure matters, bankruptcy issues and legal process to enforce judgments.

The selected agency attorney will handle the following under the direction and supervision of the Director of the Collections Unit with some latitude for independent judgment and unreviewed action:

- Perform legal research and draft memorandum, legal responses and other documents on debt collection matters.
- Research and review debt for collections using agency computer systems such as BTS, the statement generator, the data warehouse, CACS and AIMS.
- Review, analyze and draft legislation, policies, regulations and statutes.
- Prepare, review and/or sign legal collection and enforcement documents including executions, information subpoenas and restraining notices. Handle mortgage foreclosure matters, submit surplus money claims and any claims against an estate.
- Collect debt, including ECB and tax warrant debt and provide legal services in support of debt collections efforts.

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- Work with the Sheriff's Department on enforcement to issue executions, restraining notices, information subpoenas and other documents as needed.
- Work with staff in the Collections Division on collections projects and matters.
- Working with the Director and other attorneys, provide legal counsel to the agency's operational staff. Prepare draft legal responses to questions from agency operating divisions. Assignment topics may include legal work relating to the CPLR, collections issues, judgment issues, ECB and other City debt and other areas as needed.
- Handle general legal matters and special assignments including representing the agency in court and administrative proceedings as needed. Research and draft legal responses to claims or actions filed against the agency as needed.

Preferred Skills:

- Working knowledge of collections law, the CPLR and DOF's computer systems or willingness to learn the systems including the agency's collections related databases such as Content Manager, BTS and the Statement Generator.
- Excellent research, communication and interpersonal skills and the demonstrated ability to successfully balance multiple assignments and projects and work as part of a team is preferred.
- Ability to write clearly, concisely, and present complicated legal issues in a manner that is simple and readily understandable.

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: 3/27/2019

Post Until: 04/26/2019

The City of New York is an Equal Opportunity Employer

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