

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

Civil Service Title: Agency Attorney	Level: II	Title Code: 30087
Office Title: Assistant General Counsel	Salary: \$71,423 - \$88,000	
Division: Office of the General Counsel		
Work Location: 100 Church Street, NY, NY / 66 John Street, NY, 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 independent administrative tribunal, conducting approximately 400,000 trials and hearings a 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 areas of jurisdiction.

The Office of the General Counsel (OGC) provides legal services and guidance to executive agency staff, tribunal personnel, and the Clerk's Office. The OGC plays a key role in supporting and strengthening the agency's legal foundation and mission through legal analysis, research and writing, and advice.

The OGC seeks a dynamic and thoughtful attorney to serve as Assistant General Counsel. This person will have extensive responsibility for all legal matters affecting the OATH Environmental Control Board (OATH ECB). He or she is expected to conduct agency rulemaking and act as the FOIL officer for OATH ECB. In-house counsel work may include reviewing policies and procedures, providing legal guidance to management, drafting contracts and memoranda of understanding, and working with Law Department litigators on state and federal lawsuits that involve OATH. Exceptional writing, research, and analytical skills, and good interpersonal and communication skills are required. The ideal candidate pays attention to details, thinks strategically, and exercises sound judgment. Commitment to public service is an asset.

Duties include but are not limited to:

- Analyzing and writing agency rules;
- Reviewing and responding to FOIL requests;
- Taking and maintaining minutes of monthly OATH ECB meetings;
- Providing legal advice regarding tribunal operations to improve due process, efficiency and access to justice;
- Identifying and researching new or evolving legal issues;
- Reviewing and preparing legal documents;
- Collaborating with the NYC Law Department on legal matters;
- Serving as liaison to other City agencies; and
- Performing Special Projects as requested by the General Counsel.

The ideal candidate works well in a team comprised of attorneys and non-attorneys, enjoys working in a fast-paced environment, and is able to multi-task.

QUALIFICATION REQUIREMENTS

1. Admission to the New York State Bar and certificate of good standing; and either 2 or 3 below.
2. One year of experience at Assignment Level I.
3. Two years of comparable legal experience subsequent to admission to the bar, in the areas of law related to the assignment.

Please note: Incumbents must remain members of the New York State Bar in good standing for the duration of this employment.

PREFERRED SKILLS

Candidates must demonstrate:

- Excellent writing, legal research, and analytical skills.
- Outstanding interpersonal and communication skills.
- Strong organizational skills.
- Ability to work independently and in teams.
- Computer skills in Microsoft Word, Access, Outlook, Excel and PowerPoint.
- Experience with administrative tribunals.
- History of volunteerism, such as service in the AmeriCorps or Peace Corps, is viewed favorably.

To Apply:

Applicant must be a New York 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>). Please upload a cover letter, resume, and writing sample, combined in one document, when you are prompted to upload a resume. 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:	Post: Until Filled	JVN: 820-2020-000013
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OATH and the City of New York are Equal Opportunity Employers