



JOB VACANCY POSTING NOTICE

Job ID: 494620

Business Title: Agency Attorney – Information, Property, and Legal Counsel

Proposed Salary Range: \$71,423 - \$82,137

Division/Work Unit: Legal Affairs/Real Property & Legal Counsel

Work Location: 375 Pearl Street, New York, N.Y. 10038
(Current location but could be subject to change)

Career Level: Experienced Non-Manager

Civil Service Title: Agency Attorney **Level:** 02

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:

The Legal Affairs Division serves as the in-house legal department for DOF, providing professional and comprehensive legal advice and services in support of a full range of city tax and other revenue-related matters. Legal Affairs Division attorneys and staff handle a wide range of legal issues, including real property taxes and exemptions, business income and excise taxes, collections, parking violations, treasury, land registry, FOIL, and employment law.

Job Description:

Legal Affairs is seeking an Agency Attorney II for the Information, Property and Legal Counsel Unit. Reporting to the unit Director, the unit focuses on real property tax related matters, as well as assessment, real property tax exemptions and abatements, tax map and land records, tax secrecy, FOIL, drafting legislation and rules, Treasury and Sheriff issues, and advising operating divisions and preparing cases for administrative review.

Under general supervision of the unit Director with latitude for independent judgment, the selected candidate may handle the following legal work:

- Perform legal research on a variety of real property matters, including real property tax, exemptions and abatements, billing tax liens, in rem foreclosure, tax map and condominium issues, and other matters that arise under DOF's real property administration.
- Draft memoranda, legal responses, policy statements and other documents relating to the above matters.
- Review, analyze and apply State and local legislation, policies, and agency rules to cases.
- Under the direction of attorneys in the unit, review and prepare cases for Small Claims Assessment Review Proceedings in state court. Represent the agency in administrative proceedings.
- Liaise with the Law Department and other agencies regarding agency litigation. Work with DOF staff and provide direction to implement policy changes and litigation settlements.
- Advise DOF business centers and operating divisions on real property tax administration related matters including documents such as forms and notices. Assist the Director with legal research, drafting and analysis on legal questions and matters handled by the unit.
- Assist with records access cases, privacy and treasury matters when necessary.

- Handle and participate on other Legal Affairs projects, matters and assignments as directed by Legal Affairs Directors, Managers or General Counsel.

Preferred Skills:

- Experience with tax certiorari, assessment or real property tax exemption and abatement matters or real property tax administration.
- Excellent communication and interpersonal skills as well as strong research and writing abilities and a demonstrated ability to successfully balance multiple assignments and projects are also needed.
- Flexible to take on new assignments and participate on varied projects and assignments on an as needed basis.
- Must be able to write clearly, concisely, and to be able to 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.

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

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: 10/28/2021

Post Until: 11/27/2021

The City of New York is an Equal Opportunity Employer

JVN#494620