



## JOB VACANCY POSTING NOTICE

**Job ID:** 505264  
**Business Title:** Sheriff Counsel  
**Proposed Salary Range:** \$79,620 - \$98,888  
**Division/Work Unit:** Legal Affairs/Information, Property & Legal Counsel  
**Work Location:** 375 Pearl Street, New York, NY 10038  
(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:

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:

The Legal Affairs Division seeks an experienced attorney to provide legal advice and counsel on Sheriff's Department matters, including matters that are complex and important. Reporting to the Director, the Information, Property and Legal Counsel Unit focuses on real property tax assessment and administration benefits, tax secrecy, Freedom of Information Law (FOIL), information and privacy issues, data sharing, drafting legislation and rules, advising DOF operating divisions and preparing cases for administrative review.

Under direction, with wide latitude for independent review, the selected attorney will:

- Research and analyze laws to provide guidance to the Sheriff and to staff concerning the enforcement of court orders received from the courts and filing parties.
- The attorney will advise on a range of enforcement issues, including complex matters, and serve as liaison with the Law Department on assigned litigation matters.
- The attorney will need considerable knowledge concerning laws impacting the Sheriff's Office including but not limited to the Civil Practice Law and Rules (CPLR), Real Property Actions and Proceedings Law (RPAPL), Family Court ACT, NYS Penal Law, Criminal Procedure Law (CPL), Mental Hygiene Law (MHL), and Navigation Law.
- The attorney will draft and review contract specifications and Memoranda of Understanding for the Sheriff's Office. The attorney will draft, review, and update Sheriff's Office Standard Operating Procedures (SOP's).
- Assist in providing legal counsel on other areas as assigned by the General Counsel or manager. Participate on division and agency projects.
- Handle administrative and legal proceedings, representing DOF at administrative proceedings as needed as

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well as reviewing and responding to any legal claims or correspondence to the agency.

**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.

**Preferred Skills:**

- Excellent legal research and writing
- Experience with researching and advising on CPLR or other enforcement matters
- Strong communication and analytical skills. Experience effectively handling complex matters including multiple assignments. Effectively handling matters that are sensitive and deadline focused.

**Additional Information:**

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.

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:** 12/12/2021

**Post Until:** 12/26/2021

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

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