



## CITYWIDE JOB VACANCY NOTICE

The New York City Administration for Children's Services protects New York City's children from abuse and neglect. Along with our community partners, Children's Services provides neighborhood-based services to help ensure children grow up in safe, permanent homes with strong families.

**CIVIL SERVICE TITLE:** Agency Attorney Interne

**LEVEL:** N/A

**TITLE CODE NO:** 30086

**PROPOSED SALARY:** \$71,757

**FUNCTIONAL TITLE:** Attorney Interne

**NUMBER OF POSITIONS:** 35

**DIVISION/WORK UNIT:** Family Court Legal Services

**WORK LOCATIONS:** 150 William Street, Manhattan  
151-20 Jamaica Avenue, Queens  
900 Sheridan Avenue, Bronx  
330 Jay Street, Brooklyn  
350 St. Mark's Place, Staten Island

### **JOB DESCRIPTION:**

Family Court Legal Services (FCLS) is responsible for representing Children's Services in child neglect and abuse cases, permanency hearings and other child welfare proceedings in the New York City Family Courts. FCLS Attorneys work collaboratively with caseworkers and other child welfare stakeholders to further the agency's mission of helping children and families achieve safety, permanency and well-being. Under direct and close supervision, specific duties will include:

- Work closely with Child Protective caseworkers to identify and analyze legal problems and issues.
- Draft legal documents, including pleadings, motions and memoranda of law and fact by following generally acceptable legal procedures, forms and techniques in order to meet agency needs, goals and objectives.
- Represent the agency in Family Court on all aspects of child protective proceedings and other judicial proceedings including juvenile delinquency and Close to Home matters.
- Interview witnesses and other relevant parties to the litigation to determine admissibility of various types of evidence.
- Prepare and maintain case files and documents in advance of court appearances.
- Conduct legal research and regularly review relevant case laws and regulations to support legal opinions.
- Counsel Child Protective caseworkers and agency case planners on issues relating to permanency and well-being of children in foster care.

### **PREFERRED SKILLS:**

The preferred candidates should possess the following: excellent written and oral communication skills, and knowledge and understanding of New York State child welfare laws.

May 2022 law school graduates must have taken or be scheduled to take the very first administration of the the NYLE and MPRE offered after graduation, if not passed during school, and be registered to sit for the July 2022 UBE. Candidates who graduated law school prior to May 2022 should be admitted to the NYS Bar or have an application pending.

### **QUALIFICATION REQUIREMENTS:**

Graduation from an accredited United States law school as defined in the Qualifications of the New York Court of Appeals (Sections 520.3 or 520.5) or admission to the New York State Bar.

### **ADDITIONAL REQUIREMENTS:**

Section 424-A of the New York Social Services Law requires an authorized agency to inquire whether a candidate for employment with child-caring responsibilities has been the subject of a child abuse and maltreatment report.

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.

*To apply for this assignment, please submit your cover letter/resume electronically using one of the following methods:*

**CITY EMPLOYEES:** Apply through Employee Self Serve (ESS). [www.nyc.gov/ess](http://www.nyc.gov/ess). Search for Job ID #: **530589**

**ALL OTHER APPLICANTS:** Go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search). Search for Job ID#: **530589**

*Your resume may be considered for additional assignments for which you are qualified. Only applicants scheduled for interviews will be contacted.*

*Submission of application is not a guarantee that you will receive an interview.*

**POST DATE:** 07/07/22

**POST UNTIL:** Until Filled

**JOB OPENING:** 530589

*Note: All resumes must be received no later than the last day of the posting period.*

Eric L. Adams  
Mayor

Jess Dannhauser  
Commissioner

*The City of New York and the Administration for Children's Services are Equal Opportunity Employers Committed to Diversity*