



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

LEVEL: 2

TITLE CODE NO: 30087

PROPOSED SALARY: \$82,137

FUNCTIONAL TITLE: Attorney Level 2

NUMBER OF POSITIONS: 3

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. Specific duties will include:

- Meet with Child Protective caseworkers to identify and analyze complex 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.
- Assist in the overall supervision of the Unit, including substituting for other legal staff in emergency situations and reviewing the work of the Unit.
- Assist in monitoring work flow, ensuring compliance with deadlines and preparation of reports and summaries.
- May train and oversee the work of Attorney Level Is and Attorney Internes, including during appearances in Family Court and Supreme Court.
- Perform complex legal research on issues that arise on cases and are relevant to the Unit.

PREFERRED SKILLS:

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

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.

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.

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. Search for Job ID #: **499688**

ALL OTHER APPLICANTS: Go to www.nyc.gov/careers/search. Search for Job ID#: **499688**

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

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.

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

POST DATE: 7/15/2022

POST UNTIL: FILLED

JOB OPENING: 499688

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***