

## Job Description

**Job Title** Agency General Counsel & Secretary (LIRR)  
**Job ID** 102506  
**Location** Queens

---

[Return to Previous Page](#)

[Switch to Internal View](#)

---

### Job Information

**JOB TITLE:** Agency General Counsel & Secretary (LIRR)  
**SALARY RANGE:** Min.: \$ 152,209 Mid: \$ 190,261 Max: \$ 228,314  
**HAY POINTS:** 1560  
**DEPT/DIV:** General Counsel  
**SUPERVISOR:** MTA General Counsel  
**LOCATION:** Jamaica, NY  
**HOURS OF WORK:** 9:00 am - 5:30 pm (7 1/2 hours/day)  
**DEADLINE:** Open Until filled

In order to protect our employees and continue to provide safe and reliable service to our communities, as of November 14, 2021 we are requiring all new MTA hires to be fully vaccinated against COVID-19 prior to their start date. MTA will consider exceptions for religious and medical reasons, where appropriate. "Fully vaccinated" means you must have both doses of a 2-dose vaccine and two weeks have elapsed since the second dose or have received 1 dose of a 1-dose vaccine and two weeks have elapsed since the dose. Proof of your vaccination status in the form of a CDC vaccine card must be submitted prior to your start date.

### Summary

The Long Island Rail Road (LIRR) General Counsel is a member of the MTA Law Department and a member of the senior leadership team of the Long Island Rail Road (LIRR). In that dual role, the LIRR General Counsel reports to the MTA General Counsel as well as the LIRR President, the latter on a dotted line basis. The LIRR General Counsel is accountable for protecting and pursuing all of the legal rights of the LIRR, as well as advising management on legal matters.

The day to day legal affairs of the LIRR as well as those of the LIRR's parent company, the Metropolitan Transportation Authority (MTA), and of several other MTA affiliates and subsidiaries (the MTA Agencies), are handled by the MTA Law Department, led by the MTA General Counsel. The MTA Law Department is comprised of fourteen subject matter units (Units), including Commercial Litigation, Contracts and Procurement, Torts, FELA, Environmental Law, Labor and Employment, Workers Compensation, and two Real Estate groups, each of which is led by a Unit Deputy General Counsel (Unit DGCs).

The LIRR, like each MTA Agency, has its own Agency General Counsel. The LIRR General Counsel works with the MTA General Counsel and the other Agency General Counsels on legal matters and strategic initiatives that affect or are relevant to the MTA and all MTA Agencies. The LIRR General Counsel also works with the fourteen Unit DGCs on all legal matters involving or affecting the LIRR, providing direction, oversight and decision-making with respect to such matters. Those matters include a wide and challenging range of complex litigation, transactional projects, railroad operations, regulatory and public policy, labor and employment issues, community and governmental relations, legislative and communications matters, and internal and external investigations and audits.

The LIRR General Counsel also serves as LIRR Corporate Secretary.

### Responsibilities

- Provide legal guidance with respect to litigation, other dispute resolution and administrative proceedings involving the LIRR.
- Provide legal guidance to the LIRR President and LIRR operations management and staff on applicable statutory and regulatory requirements and obligations and on protection and enforcement of the LIRR's rights and interests.
- In conjunction with the MTA General Counsel and the Agency General Counsel of the other MTA Agencies, plan, manage and direct activities of the MTA Law Department, including budget matters, hiring, training and supervision of staff, and other related responsibilities.
- Exercise proper judgment in the settlement of claims involving LIRR
- Ensure coordination with the MTA and the MTA Agencies on legal matters as applicable.
- Participate in labor matters, disputes, claims, and other labor related legal items.
- Retain outside counsel as necessary and appropriate for additional capacity and specialized expertise. Where outside counsel is used, LIRR General Counsel participates in planning the strategy involved in the case and stays abreast of all matters in the interest of the LIRR.
- Perform LIRR corporate secretary functions.
- As a member of the LIRR senior leadership team, take part in high level policy and strategy planning and decision-making.
- Perform management, training and development of MTA Law Department and LIRR staff.
- Participate in the selection of attorneys and staff within the Legal Department to ensure appropriate development and management continuity.
- Help ensure a safe working environment and adherence to MTA and LIRR safety, security and workplace violence policies and procedures.
- The Unit Chiefs of the various practice areas report to all the agency general counsels for matters related to their agency. The practice areas are as follows: General Law; Torts; Commercial Litigation; Procurement & Contracts; Special Projects; Labor & Employment; FELA; Pension & Benefits; Finance; Claims & Workers' Compensation; Real Estate Development; Real Estate Transactions & Operations; E-Discovery & FOIL; Environmental; and Condemnation.
- Create a professional environment in which individual differences are respected and employee development is supported. Help ensure administration and compliance with EEO and Reasonable Accommodation and related policies with respect to employees and customers.
- Handle compliance and other matters involving the federal Surface Transportation Board, the Federal Railroad Administration, the Federal Transit Administration.
- Lead by example.
- Other duties as assigned.

### Qualifications

- Expertise or familiarity with the legal areas covered by the MTA Law Department Units
- Expertise or familiarity with the Federal Railroad Administration and the Federal Transit Administration.
- Expertise or familiarity with other federal and New York State laws and regulations with particular applicability to the LIRR and the MTA, including the Federal Railway Labor Act, the Federal Employers Liability Act and the New York State Public Authorities Law.
- Leadership and management skills.

### Education and Experience

- Incumbent must possess a Law Degree and be admitted to the New York State Bar.
- A minimum of fifteen years' experience in managing complex legal work, including litigation.
- Significant experience in managing a staff of attorneys.

### Other Information

As an employee of MTA Headquarters, you may be required to complete an annual financial disclosure statement with the State of New York, if your position earns more than \$101,379 (this figure is subject to change) per year or if the position is designated as a policy maker.

- May need to work outside of normal work hours (i.e. evenings and weekends)

- Travel may be required to other MTA locations or other external sites

**How To Apply**

Qualified applicants can submit an online application by clicking on the 'APPLY NOW' button from either the CAREERS page or from the JOB DESCRIPTION page.

If you have previously applied on line for other positions, enter your User Name and Password. If it is your first registration, click on the CLICK HERE TO REGISTER hyperlink and enter a User Name and Password; then click on the REGISTER button.

**Equal Employment Opportunity**

MTA and its subsidiary and affiliated agencies are Equal Opportunity Employers, including with respect to veteran status and individuals with disabilities.

The MTA encourages qualified applicants from diverse backgrounds, experiences, and abilities, including military service members, to apply.

---

[Return to Previous Page](#)

[Switch to Internal View](#)

---