

**City of New York
NYC HOUSING AUTHORITY
Job Posting Notice**

Civil Service Title: AGENCY ATTORNEY	Level: 03
Title Code No: 30087	Salary: \$79,620.00/\$91,563.00-\$91,563.00 Frequency: ANNUAL
Title Classification: Non-Competitive	
Business Title: AGENCY ATTORNEY 03	Work Location: Labor & Employee Relations
Division/Work Unit: Law Dept-Litigation	Number of Positions: 2
Job ID: 550767	Hours/Shift:

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.

Job Description

Under direction, with wide latitude for independent judgment and decision making, the responsibilities of the Agency Attorney III will include, but not be limited to the following:

1. Investigate potential employee disciplinary matters and draft disciplinary charges where appropriate.
2. Interview witnesses and gather relevant documents in preparation for employee disciplinary trials.
3. Represent the Authority in person or via remote video conference, in settlement conferences regarding employee disciplinary charges; employee disciplinary trials before independent trial officers; employee disability hearings before the NYC Office of Administrative Trials and Hearings.
4. Research/draft memoranda on trial issues.
5. Represent the Authority before the NYC Civil Service Commission on appeals by employees.
6. Provide legal analysis and advice to Human Resources and other Authority Departments.
7. Represent the Authority before administrative agencies or in State or Federal court.

Note: The selected candidate will be required to maintain confidentiality regarding all NYCHA proceedings.

SPECIAL NOTE: Effective August 16, 2021, all persons newly hired for employment by the New York City Housing Authority (NYCHA) must provide proof of having received at least one dose of an approved COVID-19 vaccine prior to beginning their employment, except for those who obtain an exception due to medical or religious reasons through the reasonable accommodation process.

After receiving a conditional offer of employment from NYCHA, an applicant for employment must provide proof of having received at least one dose of an approved COVID-19 vaccine within a reasonable period of time. Failure by the applicant to provide NYCHA with proof of having received at least one dose of an approved COVID-19 vaccine will result in NYCHA revoking the conditional offer, unless the applicant obtains an exception through the reasonable accommodation process.

Any person who begins their employment with NYCHA after providing proof of having received only one dose in a 2-dose series of a COVID-19 vaccine, will also be required to provide NYCHA with proof of receipt of a second dose within 30 days of the first dose. Failure to do so will result in termination.

Please read this posting carefully to make certain you meet the minimum qualification requirements before applying to this position.

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

1. Three or more years of experience in trials or administrative hearings involving government disciplinary process and procedures.
2. Three or more years of experience in employee disciplinary and/or human resources law.
3. Knowledge of laws applicable to government employees including Civil Service Law, FMLA, NYCCBL, ADA and EAP program.

Additional Information

1. Resume and cover letter must also include bar admission date(s) (month and year). Candidates must also provide two writing samples representing the candidate's efforts, not those of a reviewer; three references, listing their professional association and the circumstances under which they became familiar with the candidate's professional skills; a copy of law school transcript.
2. Preference will be given to employees who have served a period of one year in their current title and level (if applicable).
3. NYCHA residents are encouraged to apply.

Residency Requirement

NYCHA has no residency requirements.

To Apply

To apply for this assignment, please submit your cover letter/resume electronically using the following method:

NYCHA employees: Apply through Employee Self-Service (ESS). www.nyc.gov/ess. Search for **JOB ID# 550767**.

All other applicants: Go to www.nyc.gov/careers/search. Search for **JOB ID# 550767**.

Only applicants scheduled for interview will be contacted.

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

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

Posting Date: 10/07/2022

Post Until: 10/17/2022

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.