

Job Description

Job Title	Assistant General Counsel III (Torts)
Job ID	103733
Location	Brooklyn
Full/Part Time	Full-Time
Regular/Temporary	Regular

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Job Information

Job Title:	Assistant General Counsel III - Torts
Last date of Posting:	Open Until Filled
Authority:	OA/TA
Department:	General Counsel
Division/Unit:	Torts
Reports to:	Deputy Executive Assistant General Counsel
Work Location:	130 Livingston Street, Brooklyn
Hours of Work:	As Required

Compensation

SALARY

\$113,076-\$167,791 (Grade A, 954pts)

Responsibilities

SUMMARY:

This position is responsible for managing a litigation team that handles a high volume of personal injury and/or property damage lawsuits brought against MTA agencies in state and federal trial courts. The incumbent will provide guidance and instruction to in-house attorneys and staff and oversee and manage outside counsel during all phases of litigation in the trial courts. Responsible for keeping senior management informed of high-exposure cases and consulting with senior management to develop litigation strategies designed to reduce tort exposure.

- Directly handle and manage in-house attorneys and staff and outside counsel that handle, high volume personal injury and/or property damage claims during all phases of litigation, including hearings, depositions, discovery, substantive and procedural motion practice, court conferences, settlement negotiations, and trials.
- Critically analyze personal injury and property damage claims and develop, implement and oversee litigation assignments and strategies designed to achieve the most favorable and cost-effective resolutions in conformance with the most current legal precedent and ethical considerations.
- Accurately assess liability and damages exposures, and make and review appropriate reserve and settlement recommendations.
- Keep senior management informed of high-exposure cases and consult with senior management to develop litigation strategies designed to reduce tort exposure.

- Effectively communicate and interact with external departments (i.e.: operations, courts).
- Provide guidance and direction to in-house attorneys and legal staff.
- Oversee and manage outside counsel.
- Assist in the business goals of the MTA Legal Dept. in whatever manner as required by the General Counsel and Deputy General Counsel - Torts.
- Work independently and collaboratively as part of a litigation team.
- Perform other duties as assigned by senior management.

Education and Experience**REQUIRED**

A law degree from an accredited law school and admission to the New York State Bar.

A minimum of nine (9) years of significant personal injury litigation experience, with experience measured in terms of ultimate responsibility for the handling of significant numbers of serious matters, together with four(4) years of managerial or equivalent supervisory experience.

Extensive knowledge of local, State and Federal substantive and procedural laws and regulations which impact tort litigation.

PREFERRED:

Admission to the District Courts for the Eastern and Southern Districts of New York is desirable.

Experience defending municipalities, corporate entities and/or common carriers and experience litigating tort claims involving motor vehicle accidents and premises liability is strongly preferred.

Desired Skills

- Proven ability to manage and handle a high volume, varied tort caseload from inception to resolution and to function independently and collaboratively as part of a litigation team, under pressure and tight time constraints imposed internally or by the Courts.
- Prior supervisory experience over a professional staff and proven ability to exercise sound judgment.
- Exceptional analytical, verbal, writing and negotiation skills.
- Proven ability to build and develop professional relationships necessary to litigation (i.e.: clients, adversaries, judiciary).
- Proven ability to evaluate, devise and implement litigation strategies.
- Proven ability to forensically analyze medical records and varied technical information.
- Proven ability and command over all types of research including but not limited to legal research engines, general internet searches and investigative searches.
- Demonstrated proficiency in Microsoft Office Suite or comparable applications, i.e.: Word, Excel, PowerPoint, and Outlook.

Selection Method

Based on evaluation of education, skills, experience and interview.

Other Information

Appointment may be at a comparable level to current level of selected candidate (if necessary).

As an employee of NYCT, you may be required to complete an annual financial disclosure statement with the State of New York, if your position earns more than \$105,472. (this figure is subject to change) per year or if the position is designated as a policy maker.

NYC Transit offers competitive compensation and a robust benefit package that includes:

Pension Plans

Medical, dental, vision and prescription coverage

Flexible Spending Accounts

Paid vacation, holidays and leave programs

New York's 529 College Saving Plan

Municipal Credit Union

Transportation pass

How To Apply

Qualified applicants can submit an online application by clicking on the 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

The 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.

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