

Job Description

Job Title Deputy Executive Assistant General Counsel - Litigation

Job ID 102579

Location Brooklyn

Full/Part Time Full-Time

Regular/Temporary Regular

[Return to Previous Page](#)

[Switch to Internal View](#)

Job Information

Title: Deputy Executive Assistant General Counsel

Opening Date: 07/08/2022

Closing Date: Open Until Filled

Authority: NYCT/HQ

Department: Law

Division/Unit: Torts

Reports to: Deputy General Counsel -Unit Chief, Torts

Work Location: 130 Livingston Street

Hours of work: As required

"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:

This position will provide support to the Deputy General Counsel, directly handle complex, high-exposure matters, and manage a litigation team that handles high volume matters brought in state and federal trial courts related to various tort claims involving MTA agencies from inception to resolution. The incumbent will have a very high level of expertise in all phases of tort litigation. The selected candidate will have extensive knowledge of substantive and procedural Federal, State and Local laws, and is abreast of the latest legislation and court decisions and how they impact tort litigation.

Compensation

Salary:

Min: \$124,340 Mid:\$155,425 Mid:\$186,510 (Executive, 1096 points)

Responsibilities

- Manage a litigation team that handles high volume matters brought in federal and state courts related to various tort claims involving MTA agencies from inception to resolution.
- Directly handle and oversee of complex, high-exposure tort claims and lawsuits during all phases of litigation, including hearings and depositions, discovery, substantive and procedural motion practice, court conferences, settlement negotiations, and trials.

- Responsible for identifying allegations or information that warrant further investigation, and developing, implementing and overseeing defense strategies during all phases of litigation which are designed to achieve the most favorable and cost-effective resolutions in conformance with the most current legal precedent and ethical considerations.
- Require to critically analyze tort cases and claims and accurately assess liability and damages exposures, and make appropriate reserve and settlement recommendations.
- Responsible for proposing, implementing and managing uniform policies and procedures regarding the production of witnesses and documentary evidence from operating departments.
- Coach and counsel in-house attorneys and legal staff.
- Oversee and manage outside counsel.
- Effectively communicate and interact with external departments (i.e.: operations, courts) and will be responsible for the collection and preservation of information necessary to the defense of tort claims.
- 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.
- Assist in the preparation of internal and external litigation reports.
- Perform other duties as assigned by senior management.

Education and Experience

Must be a Law School graduate and admitted to practice in the state of New York and Federal courts. Must possess at least 10 years of progressively independent civil litigation experience involving major cases after admission to the Bar and 5 years of managerial/supervisory experience with strong office administration skills.

Preferred:

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

Desired Skills

Proven ability to manage and handle a high volume, varied tort caseload and 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.

Proven ability to communicate effectively and persuasively, both verbally and in writing.

The incumbent must have a 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 and to negotiate.

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

As an employee of NYCT or MABSTOA, you may be required to complete an annual financial disclosure statement with the State of New York, if your position earns more than \$101,379.00 (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 hours (ie: evenings and weekends).

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

This job description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

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

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](#)
