

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

Civil Service Title: AGENCY ATTORNEY	Level: 02
Title Code No: 30087	Salary: \$71,423.00/\$82,137.00-\$85,563.00 Frequency: ANNUAL
Title Classification: Non-Competitive	
Business Title: Agency Attorney 02	Work Location: Landlord & Tenant
Division/Work Unit: Law Dept-Housing Litigation	Number of Positions: 1
Job ID: 556960	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

The New York City Housing Authority (NYCHA), Housing Litigation's Landlord and Tenant (L&T) Division commences or is a Party in a large volume of Civil Court-Housing Part cases. The attorneys represent the Authority in non-payment, holdover, Section 8, repair cases and commercial cases in Housing court. In addition, the attorneys appear on behalf of the Authority as a creditor in Federal Bankruptcy court.

Under the supervision of a Level 3 Attorney and/or manager, the selected candidate will engage in difficult and complex legal matters that will include, but not be limited to the following:

1. Represent NYCHA in Civil Court-Housing Part; negotiate, draft and appear before Judge for stipulations of settlement involving non-payment, holdover and repair cases.
2. Research and prepare non-payment and holdover cases for trial and argue them before a Housing Court Judge. Determine the advisability of presenting witnesses, admissibility of types of evidence and matters of legal strategy. Handle illegal lockout hearings, contempt, multiple petitioner and commercial cases.
3. Prepare briefs, motions, legal opinions, affidavits, memoranda and other legal papers.
4. Represent and defend NYCHA in repair cases commenced by residents ("HP" cases); negotiate stipulations of settlement, argue motions, and may proceed to trial on said repair cases; contact and advise Developments and assist in access dates for the repairs. Confer with NYCHA's Skilled Trades and Technical Services to ensure repairs are completed as expeditiously as possible.
5. Appear and represent NYCHA in the position of Judgment Creditor in Bankruptcy Court; prepare and file appropriate motions to ensure all pre-petition and post-petition rent is collected by the Authority.
6. Assist with implementation of, and comply with, new procedures to initiate housing court cases consistent with applicable court stipulations.
7. Perform such other related duties as from time-to-time may be assigned.

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. Good oral advocacy skills, well organized.
2. Ability to work well under pressure in a court room setting.
3. Good time management skills.

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; current and/or minimum salary requirements.
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# 556960**.

All other applicants: Go to www.nyc.gov/careers/search. Search for **JOB ID# 556960**.

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: 10/31/2022

Post Until: 11/10/2022

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.