

**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-\$95,000.00 Frequency: ANNUAL
Title Classification: Non-Competitive	
Business Title: Agency Attorney L3	Work Location: Administrative Appeals
Division/Work Unit: Law Dept-Housing Litigation	Number of Positions: 1
Job ID: 556824	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

Represent the nation's largest public housing agency in appeals from administrative determinations concerning tenancy-termination charges, applications for public housing and Section 8, remaining-family-member lease-succession rights, and Section 8 benefits; as well as guardianship proceedings and appeals from housing court orders in nonpayment and holdover eviction proceedings. Advise other departments on policy issues, such as program eligibility, funding, and reasonable accommodations for people with disabilities. Assist other divisions of the Law Department as needed, including investigating and responding to discrimination complaints filed with the City Human Rights Commission, State Division of Human Rights, and Equal Employment Opportunity Commission.

Specific tasks include, but are not limited to the following:

- Independently manage caseload including compliance with Court deadlines.
- Draft pleadings, legal memoranda, affidavits, and other documents.
- Appear for oral argument before trial and appellate courts.
- Conduct legal research on various issues.
- Communicate effectively and investigate relevant facts with other divisions of the Law Department, management staff, and other agency departments.
- Advise other agency departments on policy issues.
- Make regular entries in the case management system, maintain case files, and related administrative duties.
- Perform other duties as assigned in these and related areas.

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. Demonstrated ability to investigate and address factual and legal issues in a clear, concise, and logical fashion, orally and in writing.
2. Effective advocacy.
3. Willingness to take initiative, work independently, adapt to changing circumstances, and propose practical solutions.
4. Close attention to detail.
5. Ability to manage time effectively, including multi-tasking and setting priorities.
6. Cooperative attitude.
7. Strong interpersonal and presentation skills, and the ability to communicate effectively with others at all levels of the agency.

Additional Information

1. Resume and cover letter must also include bar admission date(s) (month and year). Candidates must also provide two recent 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# 556824**.

All other applicants: Go to www.nyc.gov/careers/search. Search for **JOB ID# 556824**.

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.