



JOB VACANCY POSTING NOTICE

Job ID: 551873
Business Title: Collections Attorney
Proposed Salary Range: \$71,423- \$82,137
Division/Work Unit: Legal Affairs/Collections Law
Work Location: 375 Pearl Street, New York, N.Y. 10038
(Current location but could be subject to change)
Career Level: Experienced Non-Manager
Civil Service Title: Agency Attorney **Level:** 02

**** THIS IS A REPOST – CANDIDATES WHO APPLIED TO THE PREVIOUS POSTING DO NOT NEED TO RE-APPLY ****

NYC Department of Finance (DOF) is responsible for administering the tax revenue laws of the city fairly, efficiently, and transparently to instill public confidence and encourage compliance while providing exceptional customer service.

Division Description:

The Legal Affairs Division serves as the in-house legal department for DOF, providing professional and comprehensive legal advice and services in support of a full range of city tax and other revenue-related matters. Legal Affairs Division attorneys and staff handle a wide range of legal issues, including real property taxes and exemptions, business income and excise taxes, collections, parking violations, treasury, land registry, FOIL, and employment law.

Job Description:

Within Legal Affairs, the Collections Unit supports the agency's debt collections efforts, handling the collections of business and excise tax warrants, bankruptcy issues, collections of environmental control board violations and may also collect other debt. Reporting to the Director of the Collections Unit, the unit seeks two experienced attorneys to work independently to represent the agency in debt collection matters including ECB debt, legal research, review of debt and other legal and collections related documents for collections, negotiation of agreements with debtors, mortgage foreclosure matters, bankruptcy issues and legal process to enforce judgments.

Under general supervision with latitude for independent and unreviewed action and decision, performing more sophisticated agency legal work, the collections attorneys' responsibilities will include the following:

- Perform legal research and draft memorandum, legal responses and other documents as needed on various debt collection matters, including some complicated matters.
- Research and review debt for collections using agency computer systems.
- Prepare, review and/or sign legal collection and enforcement documents including executions, information subpoenas and restraining notices as needed.
- Handle mortgage foreclosure and tax lien foreclosure matters and submit surplus money claims and if required prepare motions and handle oral argument regarding priority issues.
- Collect Debt, including Office of Administrative Trials and Hearings (OATH/ECB) violations and tax warrant debt.

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- Prepare legal responses to questions from the Collections Division and other agency operating divisions.
- Research and draft legal responses to claims or actions filed against the agency as needed.
- Review, analyze and draft legislation, policies, regulations, and statutes.
- Work with staff in the Collections Division on collections projects and matters.
- Working with the Director and other attorneys as needed, provide legal counsel to the agency's operational staff. Assignment topics may include legal work relating to the CPLR, collections issues, judgment issues, ECB and other City debt and other areas as needed.
- Handle general legal matters and special assignments including representing the agency in court and administrative proceedings as needed.

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:

- Excellent research and writing.
- Ability to communicate with the public.
- Excellent interpersonal skills.
- Experience as an attorney with the ability to work on multiple projects at the same time.
- Knowledge of collections and the NYS Civil Practice Law and Rules.

Additional Information:

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.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

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.

As a current or prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. Please review the notice to see if you may be eligible for programs and how to apply at nyc.gov/studentloans.

Residency Requirement:

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam,

Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

To Apply:

Click the "Apply Now" button.

While we appreciate every applicant's interest, only those under consideration will be contacted.

Posting Date: 10/07/2022

Post Until: 01/31/2023

The City of New York is an Equal Opportunity Employer