



FCLS AGENCY ATTORNEY LEVEL 1

About Our Agency

The Administration for Children's Services (ACS) protects and promotes the safety and well-being of New York City's children and families by providing child welfare, juvenile justice, and early care and education services. In child welfare, ACS contracts with private nonprofit organizations to support and stabilize families through community-based supports and preventive services and provides foster care services for children not able to safely remain at home. The agency's Division of Child Protection responds to all reports of suspected child abuse or neglect. In juvenile justice, ACS manages and funds services including community-based supports and alternatives for youth and families, detention, and placement. ACS is also a key part of NYC's early childhood and education continuum, providing child care assistance to thousands of children so their families can access safe, affordable, quality care.

Job Description

Job ID: 574567

Business Title: FCLS Attorney Level 1

Civil Service Title: Agency Attorney Level 1

Title Classification: Non-Competitive

Division/Work Unit: Family Court Legal Services

Proposed Salary Range: \$72,712 – \$72,712 (Annual)

The Division of Family Court Legal Services (FCLS) is responsible for representing ACS in child neglect and abuse cases, permanency hearings and other child welfare proceedings in the New York City Family Courts. FCLS Attorneys work collaboratively with caseworkers and other child welfare stakeholders to further the agency's mission of helping children and families achieve safety, permanency, and well-being.

Specific duties will include:

- Meet with Child Protective caseworkers to identify and analyze legal problems and issues.
- Draft legal documents, including pleadings, motions and memoranda of law and fact by following generally acceptable legal procedures, forms, and techniques in order to meet agency needs, goals and objectives.
- Represent the agency in Family Court on all aspects of child protective proceedings and other judicial proceedings including juvenile delinquency and Close to Home matters.
- Interview witnesses and other relevant parties to the litigation to determine admissibility of various types of evidence.
- Prepare and maintain case files and documents in advance of court appearances.
- Conduct legal research and regularly review relevant case laws and regulations to support legal opinions.
- Counsel Child Protective caseworkers and agency case planners on issues relating to permanency and well-being of children in foster care.

Preferred Skills

The preferred candidate should have excellent written and oral communication skills; strong analytical skills and the ability to thrive in a fast-paced environment; firm knowledge and understanding of New York State child welfare laws; and litigation experience.



Minimum Qualification Requirements

- Admission to the New York State Bar; and either "2" or "3" below.
- One year of satisfactory United States legal experience subsequent to admission to any state bar; or
- 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:

Graduation from an accredited United States law school as defined in the Rules of the New York Court of Appeals (Sections 520.3 or 520.5) or admission to the New York State Bar.

Additional Information

Section 424-A of the New York Social Services Law requires an authorized agency to inquire whether a candidate for employment with child-caring responsibilities has been the subject of a child abuse and maltreatment report.

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.

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.

How to Apply

APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY USING ONE OF THE OPTIONS BELOW:

Please go online and apply at www.nyc.gov/careers. Search for **JOB ID #574567**

If you do not have access to a computer, most public libraries have computers available for use.

City Employees: Apply through the Employee Self Service portal (ESS) at www.nyc.gov/ess. Search for **JOB ID# 574567**

NOTE: Only those candidates under consideration will be contacted.

Positions Available at the Following Locations

150 William Street, New York NY

330 Jay Street, Brooklyn NY

900 Sheridan Avenue, Bronx NY

151-20 Jamaica Avenue, Queens NY

350 St. Marks Place, Staten Island NY

Residency Requirements

New York City residency is not required for this position.