

**City of New York
DEPARTMENT OF CORRECTION
Job Posting Notice**

Civil Service Title: Executive Agency Counsel	Level: M- III
Title Code No: 95005	Salary: \$120,000-160,000 Frequency: ANNUAL
Business Title: Assistant Commissioner, Trials and Litigation	Work Location: 75-20 Astoria Blvd., East Elmhurst, NY 11370
Division/Work Unit: General Counsel	Number of Positions: 1
Job ID: 234668	Hours/Shift: Day Tour

Job Description

Under the executive direction of the Deputy Commissioner of Legal Matters, with the widest latitude for the exercise of independent judgment and initiative, the Assistant Commissioner of Trials and Litigation will be responsible for directing and overseeing the day to day operations of the Trials Division, which is responsible for the prosecution of all internal disciplinary matters brought against members of both the uniformed and non-uniform force. The selected candidate will be involved in the resolution of policy and other legal matters affecting the Department, and should have substantial experience with litigation, supervision of attorneys, and relevant proceedings under the New York Civil Service Law. The incumbent will advise and collaborate with various units in the agency including Investigations, Human Resources, Labor Relations, and Health Management Division in obtaining information to pursue charges under Sections 71, 72, and 73 of the Civil Service Law and Article 68 of the Conflict of Interest Law. The incumbent is responsible for monitoring the preparation of cases; mapping legal strategy for litigation of administrative and disciplinary actions; reviewing all negotiated pleas and settlements; formulating and modifying agency policies and procedures regarding employee discipline; developing and implementing mechanisms to ensure agency policies are applied fairly and effectively; and tracking and reporting agency disciplinary activity. The Assistant Commissioner will also be tasked with providing counsel to the Department's executives on confidential matters relating to discipline and integrity; serve as the Department's liaison with all government law enforcement agencies on matters relating to employee misconduct or participation in illegal and unethical activities; perform other assignments of a highly confidential and sensitive nature as directed; and serve on policy implementation committees as needed in addition to the performance of any other related duties assigned.

Minimum Qualification Requirements

1. Admission to the New York State Bar; and four years of recent full-time responsible, relevant, satisfactory legal experience subsequent to admission to any bar, eighteen months of which must have been in the supervision of other attorneys, in an administrative, managerial or executive capacity, or performing highly complex and significant legal work.

Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment.

Preferred Skills

Demonstrated the ability to manage a team of employees in a legal setting; Excellent writing, communication, inter-personal, analytical, research, problem-solving, multi-tasking and organizational skills; Ability to maintain and handle confidential documents and information; Ability to interact with other city agencies, including Department of Investigations, New York Police Department, and District Attorney's offices; Ability to work strategically and collaboratively with inter-departmental units; Ability to communicate highly complex information clearly and succinctly, both orally and in writing; Ability to work under intense pressure and meet restrictive deadlines.

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

For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess and search for **Job ID# 234668**
For all other applicants: Go to www.nyc.gov/careers/search and search for **Job ID# 234668**
Submission of a resume is not a guarantee that you will receive an interview.
Only those candidates under consideration will be contacted.

Posting Date: 03/08/16

Post Until: 04/01/16

The Department of Correction and City of New York is an Equal Opportunity Employer