

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

| | |
|--|---|
| Civil Service Title: Executive Agency Counsel | Level: M- IV |
| Title Code No: 95005 | Salary: \$120,000-160,000 Frequency: ANNUAL |
| Business Title: Deputy General Counsel, Legal Matters | Work Location: 75-20 Astoria Blvd., East Elmhurst, NY 11370 |
| Division/Work Unit: General Counsel | Number of Positions: 2 |
| Job ID: 235695 | Hours/Shift: Day Tour |

Job Description

The New York City Department of Correction is seeking a qualified candidate to fill an executive vacancy for Executive Agency Counsel, M-IV, designated Deputy General Counsel, Legal Matters. Under the executive direction of the Deputy Commissioner, Legal Matters, with wide latitude for independent judgment, action and decision making, the Deputy General Counsel serves as a key legal and policy advisor on all legal, policy, operational and administrative issues impacting the Department and assists in the management, supervision and administration of the Legal Division, which consists of attorneys, administrative support personnel and uniformed members of service. The position also includes providing counsel, making recommendations, and formulating policy on many complex and sensitive legal issues and procedures as they affect the Department. The Deputy General Counsel serves as a legal advisor to the Executive Staff and the Department on the broad range of issues affecting the Department, and serves as a liaison to other Federal, State, and local government agencies, including the New York City Law Department, state and federal prosecutors, and the courts.

The Deputy General Counsel will assist with the management and oversight of the Legal Division and may be called upon to represent the Department in various types of legal proceedings. Tasks will include but are not limited to the following:

- Serves as the Deputy Commissioner of Legal Matters/General Counsel in that official's temporary absence. May represent the General Counsel at meetings with other public and private agencies, contractors and legislative bodies.
- Directly supervises attorneys and administrative support personnel of the units which fall under the office of the General Counsel. Coordinates the activities of these units; sets goals, objectives and priorities for each unit.
- Participates in formulating agency-wide policy as well as the policies and procedures governing the Office of the General Counsel and the Department. Reviews new and established procedure to ensure compliance with existing laws, regulations and guidelines set by the Federal, State and City authorities.
- Supervises the drafting of standard contract forms, stipulations, affidavits, memorandum of understandings, as well as the drafting of special contracts. May participate in contract negotiations.
- Advises the General Counsel concerning proposed legislative changes, including developing legal arguments supporting proposals sponsored by the agency.
- Establishes a system of managerial controls to monitor performance. Makes summary reports to executive management.
- Is responsible for the analysis and resolution of legal queries and issues, including, but not limited to, the amendment and implementation of Department Policies.

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# 235695**

For all other applicants: Go to www.nyc.gov/careers/search and search for **Job ID# 235695**

Submission of a resume is not a guarantee that you will receive an interview.

Only those candidates under consideration will be contacted.

| | |
|-------------------------------|-----------------------------|
| Posting Date: 03/16/16 | Post Until: 04/01/16 |
|-------------------------------|-----------------------------|

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