

**THE CITY OF NEW YORK  
OFFICE OF ADMINISTRATIVE TRIALS AND HEARINGS  
CITYWIDE JOB VACANCY NOTICE**

<b>Civil Service Title: Executive Agency Counsel</b>	<b>Level: MI</b>	<b>Title Code: 95005</b>
<b>Office Title: Managing Attorney</b>	<b>Salary: \$80,000-\$90,000</b>	
<b>Bureau: Environmental Control Board</b>		
<b>Division: Manhattan Office</b>	<b>Number of Positions: 1</b>	
<b>Work Location: 66 John Street, NY 10038</b>	<b>Hours/Shift: Day shift - 35 hrs/week minimum</b>	

**JOB DESCRIPTION**

The Environmental Control Board (“ECB”) – one of the nation’s largest and fastest-growing municipal tribunals – is seeking a seasoned attorney and dynamic leader to be the Managing Attorney of a special adjudication unit in Manhattan. ECB’s hearing officers are responsible for adjudicating over 200,000 health, safety, and environmental violations each year. The Managing Attorney will have oversight of all aspects of the unit’s administrative and legal operations.

The ideal candidate is ambitious, energetic and an experienced attorney who enjoys the growth opportunities afforded by ECB’s ongoing commitment to positive institutional change, technological enhancement, and maximizing the public’s access to justice. The Managing Attorney must have the ability to manage a fast paced, high volume case load and work effectively within strict deadlines. Most importantly, she/he must be adept at analyzing, streamlining and, when necessary, modifying existing procedures and processes to achieve institutional efficiency and accountability.

Specific duties will include, but are not limited to:

- Overseeing all adjudicatory functions including ensuring the quality and consistency of all legal decisions rendered by the unit.
- Adjudicating all types of administrative hearings (as necessary), coordinating in-house mentoring, coordinating daily assignments of Hearing Officers and Agency Attorneys, and performing legal review and other managerial duties.
- Establishing and maintaining procedures to ensure that cases/motions are heard and decisions rendered in a timely manner.
- Maintaining procedures, including databases or other systems, to effectively manage productivity, timeliness, and staffing needs.
- Developing comprehensive monthly status reports.
- Handling special assignments and projects including but not limited to oral and/or written presentations.
- Knowledgeably and accurately conveying agency policy to the public.
- Ensuring cooperative interaction between the unit’s administrative and legal personnel.
- Act as legal advisor to unit’s administrative personnel and cooperatively interact with unit’s administrative personnel.

**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:**

1. Outstanding interpersonal and communication skills.
2. Excellent writing, legal research and analytical skills
3. Strong organizational, management and training skills.
4. Supervisory experience required.
5. Computer skills in Microsoft Word, Access, Outlook, Excel and PowerPoint.

**To Apply:**

Applicant must be a City resident within 90 days of appointment. Interested candidates should submit a cover letter, resume and writing sample, along with salary history, to Karen Livingston, Assistant Commissioner for Employee Services, Office of Administrative Trials and Hearings, 40 Rector Street, 14<sup>th</sup> floor, New York, NY 10006. You may also email your resume to [HROATH@oath.nyc.gov](mailto:HROATH@oath.nyc.gov). No telephone calls, faxes or personal inquiries please. Only those candidates under consideration will be contacted.

**For more information about OATH, visit us at: [www.nyc.gov/oath](http://www.nyc.gov/oath)**

<b>Post Date: December 2, 2011</b>	<b>Post: Until Filled</b>	<b>JVN: 820-2011-000035</b>
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**OATH and the City of New York are Equal Opportunity Employers**