

**The City of New York**  
**Office of Administrative Trials and Hearings/Environmental Control Board**  
**Job Vacancy Notice**

<b>Civil Service Title:</b> Executive Agency Counsel	<b>Level:</b> M-3
<b>Title Code No:</b> 95005	<b>Salary:</b> \$80,000.00 - \$110,000.00
<b>Office Title:</b> Director of Tribunal Affairs	<b>Work location:</b> 66 John Street, NY, NY 10006
<b>Division/Work Unit:</b> OATH/ECB	<b>Number of Positions:</b> 1

**Hours/Shift:** Day

**Job Description**

Under the direction of the Executive Director, with wide latitude for the exercise of legal knowledge, judgment and experience, the Director of Tribunal Affairs will have oversight of all aspects of the tribunal and manages Managing Attorneys, Staff Attorneys and Per Session Hearing Officers, as well as legal support staff in the five borough offices. Duties will include, but are not limited to; developing standardized practices for all borough offices, in conjunction with the Legal Director, assist in the development of a robust training curriculum for all legal staff; create and update a policy and procedure manual, provide legal and policy resources for all attorneys, integrate legal and operations division to establish seamless operation, oversee all legal support operations; tracks & reviews performance of both legal and administrative legal support staff; scheduling and coordinating assignments of per diem Hearing Officers and full-time Attorneys; overseeing the Hearing Officers conduct on approximately 200,000 in-person hearings and 50,000 hearings by mail per year; ensuring that the proper techniques are applied when presiding over all administrative hearings.

**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.

**New York City residency required within 90 days of appointment.**

**Essential Skills**

Candidates should possess strong organizational, interpersonal and effective communication skills; management and/or supervisory experience; computer skills in Microsoft Word, Access, Outlook, Excel, PowerPoint and case management; identify and advise Executive Director on best practices for tribunal development; project management skills/coordinator and ability to replicate successful business practices; ability to instill culture of professionalism and excellence.

**To Apply:**

TO APPLY, PLEASE EMAIL YOUR COVER LETTER & RESUME TO: [hrjobs@dcas.nyc.gov](mailto:hrjobs@dcas.nyc.gov)

The JVN# MUST be the only text in the subject line of email; e.g. JVN#09/003921. Please also indicate the JVN# in the upper right hand corner of your cover letter and resume. Your cover letter, Writing Sample and resume MUST be attached as one MS Word document, specifically with the .doc extension. Please send your cover letter and resume only once; you will receive confirmation of receipt.

If you do not have access to email, mail your Cover Letter, Writing Sample and 3 copies of Resume to:

Ms. Karen Livingston, Director of Human Resources  
Office of Administrative Trials & Hearings  
40 Rector Street, 6th floor  
New York, NY 10006

PLEASE SUBMIT YOUR COVER LETTER & RESUME ONLY ONCE USING ONE OF THE ABOVE METHODS. NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED. NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

**Post Date:** 01/28/2009

**Post Until:** 04/30/2009

**JVN:** 868-2009-003921

**OATH/ECB and The City of New York is an Equal Opportunity Employers.**