

**THE CITY OF NEW YORK  
OFFICE OF ADMINISTRATIVE TRIALS AND HEARINGS**

**TITLE:** Agency Attorney  
Level I

**LOCATION :** 40 Rector Street, 6<sup>th</sup> floor  
New York, NY 10006

**TITLE CODE:** 30087

**NUMBER OF POSITIONS:** 1

**SALARY:** \$53,181 Hiring Rate

\$61,158 Incumbent Rate

(City employees with two or more years of service)

**JOB VACANCY NOTICE**

**General Statement of Duties and Responsibilities:**

Under supervision of the Senior Law Clerk, performs legal research and prepares memos of law. Assists the Administrative Law Judges in the preparation of decisions and based upon the hearing record and evidence, applying relevant statutes, case law and precedent.

**Examples of Typical Tasks:**

Performs legal research on case-related subjects for the Administrative Law Judges. Prepares summaries of hearing records, memoranda of law and drafts decisions and reports for the judges. Researches federal, state and local laws and agency rules and regulations. Prepares analyses of newly adopted or proposed laws and rules which may affect matters adjudicated at OATH. Assists in maintaining a computerized on-line legal research database. Schedules and conducts telephone conference calls between the adversarial attorneys.

**Qualification Requirements:**

1. Admission to the New York State Bar: and either 2 or 3 below.
2. One year of satisfactory United States legal experience subsequent to admission to any state bar; or
3. Six months of satisfactory service as an Agency Attorney Intern.

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

This position is classified in the Non-Competitive Class. City residency required within 90 days of appointment. Interested candidates should submit a resume and a writing sample to Karen Livingston, Director of Human Resources, Office of Administrative Trials and Hearings, 40 Rector Street, 6<sup>th</sup> floor, New York, NY 10006. No faxes please.

**OATH AND THE CITY OF NEW YORK ARE EQUAL OPPORTUNITY EMPLOYERS**

**Filing dates: August 6, 2009 thru August 21, 2009**

**JVN-No.: 856-09-OATH/ECB-021**