

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

**CITYWIDE JOB VACANCY NOTICE**

<b>Civil Service Title: Agency Attorney</b>	<b>Level: III</b>	<b>Title Code: 30087</b>
<b>Office Title: Appeals Staff Attorney</b>	<b>Salary: \$66,970 – \$85,000</b>	
<b>Bureau: Environmental Control Board</b>		
<b>Division: Appeals</b>	<b>Number of Positions: 1</b>	
<b>Work Location: 66 John Street, NY, NY 10038</b>	<b>Hours/Shift: Day shift - 35 hrs / week</b>	

**JOB DESCRIPTION**

Under the direction of the Supervising Administrative Law Judge of the Appeals Division, the Agency Attorney is responsible for drafting appeals decisions, ensuring the timeliness of appeals decisions pursuant to legislative mandate, preparing presentations to the Environmental Control Board, managing case assignments and case load, and updating a case management database.

**QUALIFICATION REQUIREMENTS**

1. Admission to the New York State Bar: and either 2 or 3 below.
2. Three years of satisfactory United States legal experience subsequent to admission to any state bar; and/or
3. Three years of satisfactory service as an Agency Attorney Level I or II.

**Preferred Skills:**

- At least three years in drafting appellate submissions and/or appellate decisions.
- Excellent writing, legal research and analytical skills
- Strong organizational, interpersonal and communication skills.
- 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, Director of Human Resources, Office of Administrative Trials and Hearings, 40 Rector Street, 6<sup>th</sup> floor, New York, NY 10006. No telephone calls, faxes or personal inquiries please. Only those candidates under consideration will be contacted.

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

**Post Date: June 15, 2009**

**Post Until: until filled**

**JVN: 856-09-OATH017**

OATH/ECB is an Equal Opportunity Employer