

**City of New York  
Parks & Recreation**

**Citywide Job Vacancy Notice  
Job ID № 287568**

Civil Service Title: Agency Attorney  
Title Code No: 30087  
Office Title: Assistant Counsel

Level: I  
Salary: \$58,716 - \$68,000  
Work Location: Arsenal, Manhattan  
Number of Positions: 1

Located in Central Park, the Office of the General Counsel at the New York City Department of Parks & Recreation is an exciting opportunity to get hands-on experience in a variety of practice areas. Attorneys at Parks handle issues involving labor and employment, art and entertainment, first amendment, environmental, land use/real estate, contract negotiation and drafting, rule-making and litigation in state and federal courts.

**MAJOR RESPONSIBILITIES**

- Under supervision, with some latitude for independent judgment, assist in negotiating, drafting and reviewing agreements on behalf of the Agency, including agreements for operation of the Agency's concessions and the maintenance and operation of properties and facilities.
- Research and advise agency staff on a variety of legal issues related to the usage of Agency property, employment law, land use and relations with not for profit partners.
- Assist in the review and interpretation of existing laws, rules and regulations, and in the preparation of new rules and regulations applicable to the Agency.
- Perform legal research and draft memoranda and correspondence for the General Counsel's Office.
- Work with the City's Law Department concerning on-going litigation matters, including discovery and witness and trial preparation. Respond to Freedom of Information Law requests.

**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 (30086).

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

Residency in New York City, Nassau, Orange, Rockland, Suffolk, Putnam or Westchester counties required for employees with over two years of city service. New York City residency required for all other candidates.

**PREFERRED SKILLS/QUALIFICATIONS**

1. At least two years of experience working in the legal profession.
2. Experience in drafting and negotiating contracts.
3. Litigation experience.
4. Proficiency in Microsoft Word, Excel and data management programs.
5. Excellent communication and organizational skills.
6. Ability to organize, plan, coordinate and implement large and ongoing projects.

**City employees:**

- 1) Apply through **Employee Self Service (ESS)** under Recruiting Activities
- 2) Search for **Job ID#: 287568**

Include your ERN on all correspondence.

**For all other applicants:**

Click here to apply: [Assistant Counsel](#) OR

- 1) Go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search)

- 2) Search for **Job ID#: 287568**

**THE CITY OF NEW YORK  
AND  
THE CITY OF NEW YORK / PARKS & RECREATION  
ARE EQUAL OPPORTUNITY EMPLOYERS  
M/F/D/V  
Telecommunications Device for the Deaf: (212) 504-4115  
[www.nyc.gov/parks](http://www.nyc.gov/parks)**

POST DATE: 04/21/17

POST UNTIL: 05/12/17

Job ID#: 287568

NOTE: All resumes must be received no later than the last day of the posting period.  
References will be required upon request.