



NYC Parks

CITY OF NEW YORK PARKS & RECREATION

## **CITYWIDE JOB VACANCY NOTICE: Job ID No. 387084**

**Office Title:** Agency Attorney

**Civil Service Title:** Agency Attorney **Title Code No:** 30087 **Level:** II

**Salary:** \$70,000 - \$80,000

**Number of Positions:** 1 **Work Location:** Arsenal North, Manhattan

NYC Parks is the steward of over 30,000 acres of land – 14 percent of New York City – including more than 5,000 individual properties ranging from Coney Island Beach and Central Park to community gardens. We operate more than 800 athletic fields and nearly 1,000 playgrounds, 1,800 basketball courts, 550 tennis courts, 65 public pools, 51 recreational facilities, 15 nature centers, 14 golf courses and 14 miles of beaches. We care for 1,200 monuments and 23 historic house museums. We look after more than 600,000 street trees and two million more in parks. We are New York City's principal providers of recreational and athletic facilities and programs. We are home to free concerts, world-class sports events and cultural festivals. The Parks Advocate's office investigates and prosecutes allegations of employee misconduct and takes appropriate disciplinary action when warranted. The office also oversees the agency's drug and alcohol testing program.

### **Major Responsibilities**

- Under supervision, with some latitude for independent judgment and unreviewed action and decision, assist in negotiating, drafting and reviewing agreements on behalf of the agency, including agreements for operation of the agency's concessions and the maintenance & operation of park properties and facilities.
- Maintain a disciplinary caseload.
- Draft disciplinary charges, schedule hearings and represent the agency at hearings, appeals, settlement negotiations and trials.
- Mediate and/or resolve claims through alternative dispute resolution.
- Conduct trainings on employee discipline.
- Consult with supervisors and managers on progressive discipline.
- Assist the NYC Law Department on discovery, motions, coordination of witnesses, affirmative litigation and defense of the city in court proceedings, actions and matters.

### **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).

**Note:** To be eligible for placement in Assignment Level II, candidates must have one year of experience at Assignment Level I or two years of comparable legal experience subsequent to admission to the bar, in the areas of law related to the assignment.

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. Experience or demonstrated interest in public service, contracts, real estate, construction and/or procurement.
2. Experience in drafting and negotiating contracts.
3. Excellent verbal and written communication skills.
4. Ability to organize, plan, coordinate and implement large and ongoing projects.
5. Proficiency in Microsoft Word.

### **How to Apply**

#### **Parks Employees:**

1) From a Parks computer: Access **Employee Self Service (ESS)** from the Parks Intranet under Applications or use this link: <https://hrb.nycaps.nycnet/>. Once in **ESS**, go to Recruiting then Careers and search for **Job ID# 387084**. Do not access **ESS** using [nyc.gov/ess](http://nyc.gov/ess) from a Parks computer.

#### **Parks & City Employees:**

2) From a Non-Parks computer: Access **Employee Self Service (ESS)** by going to [nyc.gov/ess](http://nyc.gov/ess) or use this link: <https://a127-ess.nyc.gov/>. Once in **ESS**, go to Recruiting then Careers and search for **Job ID# 387084**. Include your ERN and **Job ID# 387084**. on your cover letter and resume.

#### **All other applicants:**

Click here to apply: [Agency Attorney](#) OR

Go to [nyc.gov/careers/search](http://nyc.gov/careers/search) and search for **Job ID# 387084**.

**POST DATE:** 03/15/19

**POST UNTIL:** 04/05/19

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

[nyc.gov/parks](http://nyc.gov/parks)

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