



NYC Parks

CITY OF NEW YORK PARKS & RECREATION

## **CITYWIDE JOB VACANCY NOTICE: Job ID No. 720371**

**Office Title:** Agency Counsel for Advocate's Office

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

**Salary:** \$83,000 - \$95,450

**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.

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 of the Assistant Commissioner for Discipline and Investigation with latitude for independent and unreviewed action and decision, assist with managing the Agency's drug and alcohol testing caseload.
- Performing difficult and complex legal work on behalf of the Agency related to positive drug and alcohol testing.
- Conduct trainings on disciplinary procedures.
- Acts as a legal liaison with leadership within the Agency and with other City agencies.
- Update case tracking database with relevant case information.

### **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.

This position is exempt from NYC residency requirements.

### **Preferred Skills/Qualifications**

1. Substantial experience leading investigations and litigating cases at administrative agencies and in state and/or federal court, including experience conducting hearings and trials.
2. Proficiency in conducting legal research and undertaking factual investigations, including reviewing documents and conducting witness interviews and depositions.
3. Excellent verbal and written communication skills.
4. Ability to organize, plan, coordinate and implement large and ongoing projects.
5. Proficiency in Microsoft Word, LexisNexis and Westlaw.

### **How To Apply**

**All Applicants:**

**Click Here: [Agency Counsel for Advocates Office](#) OR**

**Go to [cityjobs.nyc.gov](https://cityjobs.nyc.gov) and search for Job ID# 720371.**

***All applicants must apply via [cityjobs.nyc.gov](https://cityjobs.nyc.gov). The City is no longer using ESS to accept applications.***

**\*Current City Employees please include your ERN on your cover letter and resume.**

**POST DATE: 09/26/2025**

**POST UNTIL: 10/27/2025\***

**NOTE:** All resumes must be received no later than the last day of the posting period. \*Posting period extended to 10/27/2025. Previous applicants are still under consideration and need not reapply. References will be required upon request.

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

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TELECOMMUNICATIONS DEVICE FOR THE DEAF: (212) 504-4115.

For information about applying for Civil Service Exams go to: [Civil Service Exams - Department of Citywide Administrative Services \(nyc.gov\)](https://www.nyc.gov/civil-service-exams)