

**City of New York**  
**DEPT OF DESIGN & CONSTRUCTION**  
**Citywide Job Posting Notice**

<b>Civil Service Title:</b> Agency Attorney Interne	<b>Level:</b> 00
<b>Title Code No:</b> 30086	<b>Salary:</b> \$56,257/\$64,695-\$68,304
<b>Business Title:</b> Assistant General Counsel	<b>Work Location:</b> 30-30 Thomson Avenue, LIC, NY
<b>Division/Work Unit:</b> Law	<b>Number of Positions:</b> 1
<b>Job ID:</b> 257201	<b>Hours/Shift:</b> 35 Hours

**Job Description**

The Department of Design and Construction (DDC) seeks a full-time attorney. Under the supervision and direction of the Deputy General Counsel and the General Counsel, the attorney will be primarily responsible for the Agency's Freedom of Information (FOIL) and Litigation Support responses, and expected to conduct research of Federal, State and City laws, rules, regulations and programs and provide recommendations and interpretations of law. The attorney will review and revise construction contract documents, and communicate contract approval and process/procedures to the Infrastructure and Public Buildings divisions within DDC. In addition will prepare grant documents for the Office of Management and Budget (OMB) review and approval; assist division staff with procurement appeals and decision process; and draft opinions, present facts and decisions to the Agency Chief Contracting Officer (ACCO) and staff. S/he will assist the Deputy General Counsel and General Counsel with other assignments and projects as needed, which may include issues related to employment law, environmental law, real property matters and contract drafting. The successful candidate must be able to fulfill the responsibilities of the position with minimal supervision.

**Minimum Qualification Requirements**

Graduation from an accredited United States law school as defined in the Rules of the New York Court of Appeals (Sections 520.3 or 520.5) or admission to the New York State Bar.

**Preferred Skills**

Qualified candidates must be able to demonstrate a history of working in a busy legal setting and the ability to deal with a high volume of work that involves observing statutory and court imposed deadlines. In addition, qualified candidates must possess excellent verbal and written communication skills, and provide satisfactory references and writing samples.

**Residency Requirement**

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

**To Apply**

For City Employees, please go to [Employee Self Service \(ESS\)](#), click on Recruiting Activities/Careers and Search for Job ID # 257201.

For all other applicants, please go to [www.nyc.gov/jobs](http://www.nyc.gov/jobs), go to Search for Open NYC Jobs and click on Non-Employee Login to search for Job ID # 257201.

Do not email, mail or fax your resume to DDC directly. No phone calls will be accepted.

<b>Posting Date:</b> 09/09/2016	<b>Post Until:</b> Filled
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**The City of New York/NYC Department of Design and Construction is an Equal Opportunity Employer**