



## New York City Employees' Retirement System Job Vacancy Notice **CITYWIDE**

**Civil Service Title:** Agency Attorney Level I

**Salary:** \$63,228-\$72,712 (Annual)

**Title Code:** 30087

**Division:** Legal

### **Job Description:**

The New York City Employees' Retirement System seeks an Agency Attorney Level I who will work on a wide variety of tasks that fall under the purview of the Legal Division.

The successful candidate for this position will join a lean, dynamic Legal Team with direct responsibility for providing legal support to the General Counsel. The position will require a keen eye and ability to manage multiple priorities while working on assignments in the following areas:

- Review and validation of member-generated documents such as domestic relations orders, trusts, powers of attorney, guardianship papers, letters of administration, and letters testamentary.
- Communication with NYCERS clients regarding legal documents in writing and by phone.
- Drafting contracts and amendments using various local, state and federal procurement vehicles.
- Reviewing End User License Agreements (EULAs) and Requests for Proposals (RFPs) for compliance with New York City Procurement Policy Board (PPB) Rules.
- Providing legal research and factual support to litigating attorneys in ongoing court cases and reviewing litigation papers.
- Assessing risk in current and possible future litigation and suggesting action to supervisors.
- Researching matters related to pension administration.
- Drafting correspondence and memoranda for internal and external audiences.
- Responding to internal information requests from other NYCERS divisions.

This position requires confidence, independent action, initiative, a sense of urgency, and the ability to make decisions and take responsibility for them. A well-suited candidate can react and adjust quickly to changing conditions and come up with practical ideas for dealing with them. Must be a collaborator who is pragmatic and focused.

### **Preferred Skills and Experience:**

- Knowledge of City government, Procurement Policy Board Rules and pension laws.
- Experience in reviewing legal documents for accuracy.
- Excellent legal writing skills
- Ability to recognize and adjust to change
- Task-focus, with some action-oriented collaboration

MINIMUM REQUIREMENTS ARE ATTACHED

**New York City residency is required.**

**NYCERS is an Equal Opportunity Employer**

**Internal candidates must have been rated a satisfactory or better on their last annual evaluation.**

**TO APPLY FOR CONSIDERATION, PLEASE FORWARD A COVER LETTER INDICATING Job ID number 009-22-0057 AND A COPY OF A CURRENT RESUME TO:**

**CITY EMPLOYEES:** Employee Self Service (ESS). [www.nyc.gov/ess](http://www.nyc.gov/ess). Search for Job ID#: 514999

**ALL OTHER APPLICANTS:** [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search). Search for Job ID#: 514999

**DATED:** 1/14/2022

**POST UNTIL:** 1/29/2022

**NYCERS POSTING NUMBER:**  
009-22-0057



**Minimum 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 Interne (30086).

Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment. In addition to meeting the minimum Qualification Requirements:

- To be assigned to Assignment Level (AL) 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.
- To be assigned to AL III candidates must have two years of experience in Assignment Levels I and/or II or three years of comparable legal experience subsequent to admission to the bar, in the areas of law related to the assignment.

**Note:**

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.

**Note:**

This position is open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate on your resume or cover letter if you would like to be considered for the position under the 55-a Program.