



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

Civil Service Title: Agency Attorney, Level III

Salary: \$79,620 – \$91,563 (Annual)

Title Code: 30087

Division: Legal

Job Description:

The New York City Employees' Retirement System seeks an Agency Attorney Level III who will focus on contracting issues while also working 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 also provide key support to the Agency Chief Contracting Officer and focus on contracting and procurement issues such as:

- Drafting complex 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.
- Managing tight contracting deadlines by successfully interacting with internal and external partners to complete contracts and related documents.
- Advising on contracting with the New York City Procurement Policy Rules.
- Aid the Agency Chief Contracting Officer in problem solving and creating innovative ways to assist on contracts when questions arise.

The position requires a keen eye and ability to manage multiple priorities, as the successful candidate will additionally be assigned work 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, both in writing and by phone, with NYCERS clients regarding legal documents.
- 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.

Preferred Skills and Experience:

- Admitted and in good standing in the New York State Bar.
- Prior government contracting experience.

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:
009-23-0078 AND A COPY OF A CURRENT RESUME TO:**

CITY EMPLOYEES: Employee Self Service (ESS). www.nyc.gov/ess. Search for Job ID#: 586242

ALL OTHER APPLICANTS: www.nyc.gov/careers/search. Search for Job ID#: 586242

DATED: 5/10/2023

POST UNTIL: Until Filled

**NYCERS POSTING NUMBER:
009-23-0078**



Preferred Skills and Experience (Continued):

- Prior contract experience with an entity outside of New York City.
- Knowledge of City government and Procurement Policy Board Rules.
- Excellent attention to detail.
- Excellent legal writing skills.
- Experience in reviewing legal documents for accuracy.
- Ability to recognize and adjust to change.
- Collaborative nature while remaining action-oriented.

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.

Note:

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.