



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

**Civil Service Title:** Agency Attorney Level 4

**Salary:** \$77,224 - \$112,000 (Annual)

**Title Code:** 30087

**Division:** Legal

### **Job Description:**

NYCERS sees an Agency Attorney, level 4 to negotiate and draft significant contracts for the agency in accordance with the New York City Public Procurement Board Rules. Review Request for Proposals and Requests for Bids for the agency to make sure they are legally sufficient. Act as liaison with the New York City Law Department on litigation matters. Review legal documents submitted to the agency, including but not limited to Domestic Relations Order, Powers of Attorney, Guardianship papers, Letters of Administration, and Letters Testamentary. Draft pension legislation and research. Write memorandum and correspondence. Communicate with members, pensioners, and beneficiaries regarding legal issues. Research and advise on questions of law and fact. Work closely with the staff in Administration, Human Resources, and other units to review and respond to questions of law and policy. Represent the agency during employee disciplinary hearings at all stages, including at OATH. Represent the agency and advise the Board of Trustees World Trade Center subcommittee during the WTC Notice of Participation hearings. Act as Language Access Officer to ensure that services are offered in other language as required by law. Under the direction of the Deputy General Counsel, supervise Level I and II attorneys in the above tasks with thorough follow-up of delegated work. Works with a great deal of judgement.

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

- Knowledge of City Government, Procurement Policy Board Rules and pension laws.
- Ability to evaluate legislation and laws.
- Ability to negotiate complex commercial contracts.
- Ability to review legal documents for accuracy.
- Knowledge of and proficiency with Lexis/Nexis.
- Ability to think critically and to do in depth analysis of legal issues.

MINIMUM REQUIREMENTS ARE ATTACHED  
New York City residency is required.  
NYCERS is an Equal Opportunity Employer

**TO APPLY FOR CONSIDERATION, PLEASE FORWARD A COVER LETTER INDICATING Job Posting ID number 009-19-0059 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#: 386255  
**ALL OTHER APPLICANTS:** [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search). Search for Job ID#: 386255

**DATED:** 3/8/2019

**POST UNTIL:** 3/21/2019

**NYCERS POSTING NUMBER:**  
009-19-0059



**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.