



**DEPARTMENT OF JUVENILE JUSTICE
JOB VACANCY NOTICE**
REPOST
JVN# 130-07-0030C



Civil Service Title:	Agency Attorney, Level III	
Title Code:	30087	
Office Title:	Deputy General Counsel	
Salary		
Non-City Hiring Rate:	\$59,536	
City Incumbent Rate:	\$68,466-\$87,890	
Unit/Location:	Headquarters 110 William Street, 20 th Floor New York, NY 10038	
No. of Position(s):	1	
<p>Job Description: The Deputy General Counsel will serve as the agency’s second highest-ranking legal officer. S/he will be responsible for providing legal advice and counsel to executive level staff and providing direct supervision for the Chief Legal Assistant, Law Interns and Administrative staff and may provide direct supervision of attorneys. Responsibilities will further include: the review and drafting of proposed legislation; preparing agency contracts and memoranda of understanding; serving as a liaison with the Office of the Corporation Counsel, the Mayor’s office of Contract Services (MOCS), the Department of Citywide Administrative Services, the Office of the Comptroller and other entities as required; providing support and oversight in matters of regulatory compliance; responding to legal questions from the public, judiciary, and city officials; interpreting judicial orders, as well as, federal, state, and local regulations. The selected candidate may also provide litigation support and oversight for any litigation involving the Directors of Discipline, labor Relations and EEO and may also be required to conduct trials and/or hearings before various administrative bodies. The Deputy General Counsel will serve as the agency’s Chief Legal Officer and Acting General Counsel whenever the General Counsel is unavailable.</p>		
<p>Qualification Requirement(s):</p> <ul style="list-style-type: none"> ▶ Admission to New York State Bar; and either ‘2’ or ‘3’ below. ▶ One year of satisfactory United States legal experience subsequent to admission to any state bar; or ▶ Six months of satisfactory service as an Agency attorney Interne (30086). <p>Incumbent must remain a member of the New York State Bar in good standing for the duration of this employment. Note: In addition to meeting the minimum Qualification Requirements:</p> <p>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.</p>		
<p>Preferred Qualifications:</p> <ul style="list-style-type: none"> ▶ Admission to New York State Bar for four years. ▶ Demonstrate ability to learn quickly and works on several matters simultaneously under strict time constraints. ▶ A capacity to engage in creative problem solving. ▶ Knowledge of New York State Family Courts. ▶ Experience drafting and reviewing contracts. ▶ Experience with regulatory compliance and / or program compliance. 		
<p>Anyone interested in applying for this position must submit a cover letter and <u>two</u> copies of resume including Job Vacancy Number to:</p> <p align="center">NYC Department of Juvenile Justice Human Resources – Recruitment Division 110 William Street – 20th Floor New York, NY 10038</p>		
<p align="center">The New York City Department of Juvenile Justice is an equal opportunity employer.</p>		
Posting Date: 1/08/07	Posting Expires: Until Filled	JVN #130-07-0030C