

NEW YORK CITY COUNCIL JOB POSTING			
Position	Associate General Counsel	Work Hours	9am – 5pm
Division	General Counsel	Open Date	10/10/2016
Number of Positions	1	Close Date	Until Filled

DUTIES AND RESPONSIBILITIES

The New York City Council Office of General Counsel is seeking a mid-level attorney to serve as Associate General Counsel.

The primary responsibilities of the position are to provide legal counsel and guidance related to ethics, conflicts of interest, procurement, transactions, compliance with federal, state and local laws and regulations, and policies affecting the City Council and the City handle other matters in the General Counsel's Office as may be assigned.

REQUIREMENTS

Candidates must possess a J.D. from an accredited school of law, be admitted to practice law in New York State and have at least 3 years of relevant legal experience. The ideal candidate will have experience in and strong working knowledge of ethics, the legislative process, and familiarity with New York City and State law.

Candidates should possess the following: (1) demonstrated competence and confidence to operate with credibility at senior levels; (2) intellectual and conceptual flexibility to analyze, interpret, present and write about complex ideas and concepts clearly and concisely; (3) ability to rapidly prioritize as well as execute while exhibiting good judgment; and (4) collegial and collaborative mindset.

Excellent benefits package and salary commensurate with experience.

New York City residency required within 90 days of appointment.

HOW TO APPLY

Qualified candidates should forward a cover letter and resume:

MAIL: New York City Council
 Administrative Services
 Attn: Recruitment Unit/ACOGC
 250 Broadway, 16th Floor
 New York, NY 10007

FAX: (212) 791-5266

E-MAIL: recruiter250b@yahoo.com

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

THE NEW YORK CITY COUNCIL IS AN EQUAL OPPORTUNITY EMPLOYER
