

NEW YORK CITY COUNCIL JOB POSTING

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| Position | Deputy General Counsel | Work Hours | 9am – 5pm |
| Division | General Counsel | Open Date | 10/11/2016 |
| Number of Positions | 1 | Close Date | Until Filled |

DUTIES AND RESPONSIBILITIES

The New York City Council Office of General Counsel is seeking a senior-level attorney to serve as Deputy General Counsel (“DGC”).

This position provides legal representation and advice to the members and staff of the New York City Council. The DGC supports the General Counsel, and assists with supervision throughout the Office of General Counsel.

The DGC will be expected to provide strategic legal advice on a broad range of legal issues, including local, state and federal law, internal agency compliance, ethics and open government laws. The DGC may also coordinate and lead legal staff as well as handle complex legal proceedings affecting the Council and the city of New York.

The Office of General Counsel handles the full range of legal issues affecting a the legislative body of the City of New York, and the DGC will be expected to provide legal advice and representation on a wide array of legal disciplines.

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 7 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. Prior City agency General Counsel office experience is preferred.

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/DGCOGC
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
