



NYC Parks

CITY OF NEW YORK PARKS & RECREATION

CITYWIDE JOB VACANCY NOTICE: Job ID No. 681728

Office Title: Assistant Counsel

Civil Service Title: Agency Attorney **Title Code No:** 30087 **Level:** II

Salary: Hiring Rate: \$80,387 Incumbent Rate \$ 92,446 (Current City Employees with at least 2 years of Service)

Number of Positions: 2 **Work Location:** Arsenal, Manhattan

NYC Parks is the steward of over 30,000 acres of land – 14 percent of New York City – including more than 5,000 individual properties ranging from Coney Island Beach and Central Park to community gardens. We operate more than 800 athletic fields and nearly 1,000 playgrounds, 1,800 basketball courts, 550 tennis courts, 65 public pools, 51 recreational facilities, 15 nature centers, 14 golf courses and 14 miles of beaches.

Located in Central Park, the Office of the General Counsel is an exciting opportunity to gain hands-on experience in a variety of practice areas. Attorneys at NYC Parks handle issues involving labor and employment, art and entertainment, first amendment, environmental, land use/real estate, contract negotiation and drafting, rule-making and litigation in city, state and federal forums.

Major Responsibilities

- Under general supervision, with latitude for independent judgment and unreviewed action and decision, assist in negotiating, drafting and reviewing agreements on behalf of the Agency, including agreements for operation of the Agency's concessions and the maintenance & operation of park properties and facilities.
- Research and advise agency staff on a variety of legal issues related to the use of agency property, employment law, land use and relations with nonprofit partners.
- Assist in the review and interpretation of existing laws, rules and regulations and in the preparation of new rules and regulations to the Agency.
- Perform legal research and draft memoranda and correspondence for the General Counsel's Office.
- Work with the city's Law Department concerning ongoing litigation matters, including discovery and witness and trial preparation.
- Respond to Freedom of Information Law (FOIL) requests.

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).

Note: To be eligible for placement in Assignment Level 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.

Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment.

This position is exempt from NYC residency requirements.

Preferred Skills/Qualifications

1. Experience or demonstrated interest in public service.
2. Experience in drafting and negotiating contracts.
3. Litigation experience.
4. Proficiency in Microsoft Word, Excel and data management programs.
5. Excellent verbal and written communication skills.
6. Ability to organize, plan, coordinate and implement large and ongoing projects.

How to Apply

All Applicants

Click here to apply: [Assistant Counsel](#) OR

Go to cityjobs.nyc.gov **and search for Job ID# 681728.**

All applicants must apply via cityjobs.nyc.gov. The City is no longer using ESS to accept applications.

***Current City Employees please include your ERN and Job ID# 681728 on your cover letter and resume.**

POST DATE: 09/27/2024

POST UNTIL: 10/25/2024

NOTE: All resumes must be received no later than the last day of the posting period. References will be required upon request.

nyc.gov/parks

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TELECOMMUNICATIONS DEVICE FOR THE DEAF: (212) 504-4115

For information about applying for Civil Service Exams go to: [Civil Service Exams - Department of Citywide Administrative Services \(nyc.gov\)](#)