



Office Title: Associate Counsel	Civil Service Title: Agency Attorney
Level: 2	Salary Range: \$80,000 - \$91,563
Division / Work Unit: Counsel Office	Number of Positions: 1
Job ID: 535427	Hours / Shift: Monday – Friday (9am – 5pm)
Position Status: Full-Time / Permanent	Application Deadline: Until Filled
DISCLAIMER: The NYC Department of City Planning does not offer Sponsorship, of any kind, for any type of employment opportunity.	

THE AGENCY

The Department of City Planning (DCP) plans for the strategic growth and development of the City through ground-up planning with communities, the development of land use policies and zoning regulations applicable citywide and by sharing its perspectives on growth and community needs with sister agencies in collaboration with the Office of Management and Budget (OMB).

DCP's six strategic objectives include: (a) catalyze long-term neighborhood improvement through integrated planning and targeted accompanying public investments; (b) encourage housing production, affordability, and quality; (c) promote economic development and job growth; (d) enhance resiliency and sustainability of neighborhoods; (e) ensure integrity, timeliness and responsiveness in land use reviews; and, (f) supply objective data and expertise to a broad range of planning functions and stakeholders.

Central to its mission, DCP supports the City Planning Commission in its annual review of approximately 450 land use applications. The Department also works closely with OMB in developing the Ten-Year Capital Strategy, and helping administer the \$1 billion Neighborhood Development Fund, geared toward ensuring growing neighborhoods undergoing rezoning have accompanying infrastructure investments.

The New York City Department of City Planning is a great place to work – cultivating intellectual inspiration, professional development and creativity. Visit our website at www.nyc.gov/planning to access the full listing of job opportunities and to learn more about our great agency.

THE DIVISION

The Counsel's Office advises the Department of City Planning (DCP), the City Planning Commission, other governmental agencies, and private entities on all issues related to zoning, land use review, planning, development, environmental review, and agency administration and procedures.

THE ROLE

The Agency Attorney, Level II, under supervision, with some latitude for independent judgment and unreviewed action and decision, performing more sophisticated agency legal work, will:

- Provide legal guidance in connection with private and city-sponsored zoning and land use applications and related City Environmental Quality Review (CEQR) documents, including determining which legal and/or other questions require more legal analysis or review and referring them to the proper authority;
- Negotiate and draft notices of restrictions, restrictive declarations, correspondence and other documents associated with zoning and land use applications and CEQR;
- Research legal cases, opinions and decisions and abstract salient points and references;
- Analyze legal documents and assist in preparing and reviewing DCP contracts;
- Assist in the review and interpretation of existing laws, rules and regulations, and in the preparation of new legislative or regulatory proposals applicable to DCP;
- Assist staff with compliance with agency policy and professional standards, as well as DCP compliance with FOIL and other administrative requirements;
- Participate in conducting special studies and projects;
- Provide assistance to City's Law Department with regard to litigation involving DCP, including collection of the administrative record and reviewing affidavits and memos of law;
- May assist in training and supervising the activities of subordinate staff;
- Assist with agency personnel and disciplinary matters;
- Perform related tasks.

PREFERRED SKILLS:

A minimum of four years of experience working with the NYC Zoning Resolution

MINIMUM REQUIREMENTS:

Authorization to work in the United States is required for this position. **NYC Department of City Planning does not provide sponsorship for international employees.** Applicants are responsible for ensuring that they meet all minimum qualifying requirements for this position, at the time of application.

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.

TO APPLY: All applications must be submitted through the NYC Careers / ESS Website

City Employees

1. Log in to ESS.
 2. Search for job ID number: **535427**
 3. Click on the job business title: **Associate Counsel**
 4. Click on "Apply Now" at the bottom of the posting
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Only applicants under consideration will be contacted. Appointments are subject to Office of Management and Budget (OMB) approval.

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

PLEASE 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 a Human Capital representative.

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.

As a current or prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. Please review the notice to see if you may be eligible for programs and how to apply at nyc.gov/studentloans.