



## New York City Employees' Retirement System Job Vacancy Notice **CITYWIDE**

**Civil Service Title:** Agency Attorney, Level II

**Salary:** \$80,387 – \$92,446 (Annual)

**Title Code:** 30087

**Division:** Legal

### **Job Description:**

The New York City Employees' Retirement System seeks to hire an Agency Attorney Level II who will work on a wide variety of tasks that fall under the purview of the Legal Division. The ideal candidate will have experience with and knowledge of City and/or other governmental contracting and procurement procedures.

The successful candidate for this position will join a lean, dynamic Legal Team with direct responsibility for providing legal support to the General Counsel. The position requires a keen eye and ability to manage multiple priorities. The successful candidate will be a full member of our multi-functional attorney team and will be assigned work in the following areas:

- Review and validation of member-generated documents, such as domestic relations orders, trusts, powers of attorney, guardianship papers, letters of administration, and letters testamentary.
- Communication, both in writing and by phone, with NYCERS clients regarding legal documents.
- Providing legal research and factual support to litigating attorneys in ongoing court cases and reviewing litigation papers.
- Assessing risk in current and possible future litigation and suggesting action to supervisors.
- Researching matters related to pension administration.
- Drafting correspondence and memoranda for internal and external audiences.
- Responding to internal information requests from other NYCERS divisions.

The position will also provide support to the Agency Chief Contracting Officer (ACCO) by assisting with contracting and procurement matters. The successful candidate will be tasked with:

- Drafting complex contracts and amendments using various local, state and federal procurement vehicles.
- Reviewing End User License Agreements (EULAs) and Requests for Proposals (RFPs) for compliance with New York City Procurement Policy Board (PPB) Rules.
- Managing tight contracting deadlines by successfully interacting with internal and external partners to complete contracts and related documents.
- Advising on contracting within the New York City Procurement Policy Rules.
- Aiding the ACCO in problem solving and creating innovative ways to assist in negotiating and executing contracts and procurements in real time as questions arise.
- 

This position requires confidence, independent action, initiative, a sense of urgency, and the ability to make decisions and take responsibility for them. A well-suited candidate can react and adjust quickly to changing conditions and come up with practical ideas for dealing with them. Must be a collaborator who is pragmatic and focused.

MINIMUM REQUIREMENTS ARE ATTACHED

**New York City residency is not required.**

**NYCERS is an Equal Opportunity Employer**

**Internal candidates must have been rated a satisfactory or better on their last annual evaluation.**

**TO APPLY FOR CONSIDERATION, PLEASE FORWARD A COVER LETTER INDICATING Job ID number:  
009-25-0007 AND A COPY OF A CURRENT RESUME TO:**

**: [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search). Search for Job ID#: 657394**

**DATED:** 9/6/2024

**POST UNTIL:** Until Filled

**NYCERS POSTING NUMBER:  
009-25-0007**



**Preferred Skills and Experience:**

- Prior City government contracting experience, or prior government contract experience with an entity outside of New York City.
- Knowledge of City government and Procurement Policy Board Rules, including specific procurement methods and related requirements.
- Excellent attention to detail and organization.
- Excellent legal writing skills.
- Experience in reviewing legal documents for accuracy.
- Ability to recognize and adjust to change.
- Collaborative nature while remaining action-oriented.

**Minimum 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).

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.

**Note:**

This position is open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate on your resume or cover letter if you would like to be considered for the position under the 55-a Program.

**Note:**

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.