



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

Civil Service Title: Agency Attorney, Level 1

Salary: \$71,163 - \$81,838 (Annual)

Title Code: 30087

Division: Legal

Job Description:

The New York City Employees' Retirement System seeks to hire an Agency Attorney Level 1 who will work on a wide variety of tasks that fall under the purview of the Legal Division.

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 will require a keen eye and the ability to manage multiple priorities while working on assignments in the following areas:

- Reviewing and validating member-generated documents such as domestic relations orders, trusts, powers of attorney, guardianship papers, letters of administration, and letters testamentary.
- Communicating with NYCERS clients regarding legal documents in writing and by phone.
- 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
- Drafting 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.

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:
009-25-0043 AND A COPY OF A CURRENT RESUME TO:
www.nyc.gov/careers/search. Search for Job ID#: 699591

DATED: 01/24/2025

POST UNTIL: Until Filled

NYCERS POSTING NUMBER:
009-25-0043



Preferred Skills and Experience:

- Excellent attention to detail and organization.
- Excellent legal writing skills.
- Experience in reviewing legal documents for accuracy.
- Knowledge of City government, pension laws and Procurement Policy Board rules.
- Ability to recognize and adjust to change.
- Collaborative nature while remaining action oriented.

Minimum Qualification Requirements:

- Admission to the New York State Bar; and either "2" or "3" below.
- One year of satisfactory United States legal experience subsequent to admission to any state bar; or
- 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.