



CITY OF ALBANY
ADMINISTRATIVE SERVICES
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KATHY M. SHEEHAN
MAYOR

PLEASE POST CONSPICUOUSLY
July 3, 2019

TO: All City of Albany Departments & Divisions

SUBJECT: Notice of Job Opening –

Assistant Corporation Counsel
Department of Law

The **Department of Law** has two (2) vacancies for the position of **Assistant Corporation Counsel** at a rate, **commensurate with experience, @ 37.5 hours/week.**

This position is an exempt class Civil Service position that may be filled by an individual who meets the minimum qualifications as stated in the job description.

Anyone who is interested in applying for this job should submit an **application and resume** online at **jobs.albanyny.gov**.

EFFECTIVE 2/26/15 LOCAL LAW F – 2014

Section 62-1 of Chapter 62 of the Code of the City of Albany.

D. Residency for new employees. Except as otherwise provided by the section, the Common Council hereby establishes a residency requirement for all prospective employees of the City. Every person initially employed by the City of Albany, shall, as a qualification of employment, be or become a resident of the City of Albany within 180 days of the date of initial appointment for said City. Furthermore, employees hired after the effective date of this section shall continue to be a resident of the City of Albany throughout their employment with the City, and the failure to move into the City, shall be deemed a voluntary resignation. The City may require annual proof of residency from affected employees.

PLEASE POST UNTIL FILLED
An Equal Opportunity/Affirmative Action Employer

ASSISTANT CORPORATION COUNSEL

DISTINGUISHING FEATURES OF THE CLASS: This is professional legal work in the office of the Corporation Counsel. Work assignments are distributed from the Corporation Counsel and involves research, preparation of opinions and motion practice. Duties require the exercise of independent legal judgement but matters of policy are taken to a superior for decision. Work is subject to review by the Corporation Counsel through discussion. An incumbent must have graduated from law school and will be considered a "Certified Legal Intern" until possession of a license to practice law in the State of New York.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Research studies; gathers facts, interviews witnesses; draws complaints; prepares pleadings and tries issues of law and fact;
- Attends meetings at which ordinances to be drafted are discussed and drafts ordinances and resolutions;
- Draws contracts, leases and other legal documents;
- Investigates and recommends to a technical superior the adjustment of claims for and against the City;
- Sits in on hearings as advisor to department heads and prepares legal opinions;
- Represents the city and officers in actions, suits, claims, and proceedings in state and federal courts;
- Conducts criminal prosecutions for violations of ordinances;
- Submits recommendations to and discusses cases with a technical superior for information and advice;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of local and state laws and the established precedents and sources of legal reference involved;
- Thorough knowledge of court procedures and rules of evidence;
- Skill in preparing and trying cases;
- Ability to organize, interpret and apply legal principles and knowledge to the particular circumstances;
- Ability to meet and effectively deal with persons interested in legal matters under consideration;
- Working knowledge of personal computers and office equipment;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from law school with an LL.B* or J.D.* degree. Preference may be given to a candidate with experience in the practice of civil law. Litigation and contract experience preferred.

***SPECIAL NOTE:** Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

NECESSARY SPECIAL REQUIREMENT: Possession of a license to practice law in the State of New York.