



JOB VACANCY NOTICE

Office Title: Associate Counsel

Salary: Commensurate with Experience

Civil Service Title: Assistant to the President

Title Code & Schedule: 13210 - Full Time

The General Counsel's office is seeking a highly motivated professional to serve as Associate Counsel. Working under the direct supervision and guidance of the General Counsel and Deputy General Counsel, with latitude for independent judgment the Associate Counsel is responsible for assisting the Legal Team with all legal matters within the Office of Brooklyn Borough President. The selected candidate will have responsibilities and duties which include, but are not limited to the following:

- Counseling staff on legal issues arising under federal, state, and local law: principally the State Constitution, Environmental Review Law, General City Law, General Municipal Law, Not-for-Profit Corporation Law, Public Officers Law, New York City Charter, and the Administrative Code.
- Providing technical assistance, including contract drafting and review for staff and stakeholders.
- Responding to requests under the Freedom of Information Law (FOIL).
- Assisting with and/or conducting investigations.
- Providing technical assistance to the eighteen (18) Brooklyn community boards; as well as boards on which the Borough President serves or appoints members.
- Responsible for transactional/corporate advice drafting, such as contracts, board resolutions, or possessions.
- Performing related assignments and projects as necessary.
- Must be available to work flexible hours including nights and weekends.

Minimum Qualifications Requirements

1. Admission to the New York State Bar; Graduate of an ABA-approved law school; and one year of experience within any area relevant to those mentioned in the above description, including civil discovery.
2. Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment.

Preferred Skills

- Exceptional organizational, investigative abilities, management, and interactive skills.

- Strong oral and legal writing skills.
 - Ability to cultivate and develop strong relationships with key stakeholders.
 - Familiarity with New York City government rules, regulations, and processes.
 - Ability to work as part of a team with high-volume work and short turnaround times.
 - Proficiency with Microsoft Office Suite and Adobe editor preferred.
 - Extensive knowledge of communities in Brooklyn and local government is a strong plus.
 - Fluency in a foreign language, including Spanish, Haitian Kreyol, Russian, Polish, Bangla, and Urdu are a plus to communicate with constituents and board members.
 - Community Board familiarity and providing technical assistance to them are a strong plus.
 - A strong assurance of the values and vision articulated by Brooklyn Borough President Antonio Reynoso.
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To apply: Submit a resume, cover letter, and the contact information for three professional references to BKBPHR@brooklynbp.nyc.gov with the subject line “Associate Counsel”. Submission of an application package does not guarantee that you will receive an interview. Only those candidates under consideration will be contacted.

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. If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to apply for a job because of your disability. You can request reasonable accommodations from the EEO office at BKBPEEO@brooklynbp.nyc.gov.

New York City residency is required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for two (2) continuous years may also be deemed to be in compliance with the residency requirement, if they reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County.

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. This requirement must be met by your date of hire unless a reasonable accommodation for exemption is received and approved by the hiring agency.

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 visit the student loan forgiveness site to see if you may be eligible for programs and how to apply at [Public Service Loan Forgiveness | Federal Student Aid](#).

Post Date: April 27, 2022

Post Until: Until Filled

JVN #: 012-22-011
