



## ADMIN FOR CHILDREN'S SVCS

### Job Posting Notice

<b>Job ID</b>	499547	<b># of Positions</b>	6
<b>Business Title</b>	Agency Attorney 1		
<b>Civil Service Title</b>	AGENCY ATTORNEY		
<b>Title Code No</b>	30087	<b>Level</b>	01
<b>Title Classification</b>	Non-Competitive		
<b>Proposed Salary Range</b>	\$ 72,712.00 - \$ 72,712.00 (Annual)		
<b>Work Location</b>	150 William Street, New York N		
<b>Division/Work Unit</b>	Family Court Legal Svcs-Fcls		

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.

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### Job Description

Family Court Legal Services (FCLS) is responsible for representing Children's Services in child neglect and abuse cases, permanency hearings and other child welfare proceedings in the New York City Family Courts. FCLS Attorneys work collaboratively with caseworkers and other child welfare stakeholders to further the agency's mission of helping children and families achieve safety, permanency and well-being.

Specific duties will include:

- Meet with Child Protective caseworkers to identify and analyze legal problems and issues.
- Draft legal documents, including pleadings, motions, and memoranda of law and fact by following generally acceptable legal procedures, forms and techniques in order to meet agency needs, goals and objectives.
- Represent the agency in Family Court on all aspects of child protective proceedings and other judicial proceedings including juvenile delinquency and Close to Home matters.
- Interview witnesses and other relevant parties to the litigation to determine admissibility of various types of evidence.
- Prepare and maintain case files and documents in advance of court appearances.
- Conduct legal research and regularly review relevant case laws and regulations to support legal.
- Counsel Child Protective caseworkers and agency case planners on issues relating to permanency and well-being of children in foster care.

### Minimum Qual 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.

#### **Preferred Skills**

The preferred candidates should possess the following: excellent written and oral communication skills, and knowledge and understanding of New York State child welfare laws, strong analytical thinking skills, and litigation experience.

#### **Additional Information**

Section 424-A of the New York Social Services Law requires an authorized agency to inquire whether a candidate for employment with child-caring responsibilities has been the subject of a child abuse and maltreatment report.

The City of New York and the Administration for Children's Services are Equal Opportunity Employers Committed to Diversity

#### **To Apply**

Click "Apply Now" button

#### **Work Location**

150 William Street, New York NY  
900 Sheridan Avenue, Bronx, NY  
330 Jay Street, Brooklyn NY  
151-20 Jamaica Avenue, Jamaica, NY  
350 St. Marks Place, Staten Island, NY

#### **Residency Requirement**

New York City residency is not required.

**POSTING DATE**

11/15/2021

**POST UNTIL**

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