

NEW YORK CITY COUNCIL JOB POSTING

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|----------------------------|------------------------------|-------------------|------------------------|
| Position | Legislative Counsel | Work Hours | 9:00am – 5:00pm |
| Division | Legislative Divisions | Open Date | 09/02/2016 |
| Number of Positions | 2 | Close Date | 09/19/2016 |

DUTIES AND RESPONSIBILITIES

The New York City Council, which is an equal opportunity employer, is seeking attorneys to fill Committee Counsel and Legislative Drafting Unit positions within the Legislative Division.

Applicants must possess superior writing, research, and analytical skills; strong communication and organizational abilities; and excellent academic credentials. The right candidate will be hard working, committed to public interest work, detail-oriented, able to manage multiple projects while working under tight deadlines, enthusiastic, client-oriented, and a team player. Responsibilities will include drafting legislation and reviewing and analyzing legal and policy issues. Additionally, committee counsels will be responsible for preparing and organizing committee hearings, and drafting committee and oversight reports. Familiarity with New York City Government is a plus.

REQUIREMENTS

Applicants should be admitted to the New York State Bar (or have recently passed the New York State Bar examination).

New York City Residency Required within 90 Days of Appointment

HOW TO APPLY

Qualified candidates should send a cover letter and resume by **September 19, 2016**:

MAIL: New York City Council
Attn: Administrative Services/LEGDIV
250 Broadway, 16th Floor
New York, NY 10007

FAX: (212) 791-5266

E-MAIL: recruiter250b@yahoo.com

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

THE NEW YORK CITY COUNCIL IS AN EQUAL OPPORTUNITY EMPLOYER
