

NEW YORK CITY COUNCIL JOB POSTING			
Position	Legislative Counsel	Work Hours	9am – 5pm, varied late nights, weekends
Division	Finance	Open Date	July 22, 2016
Number of Positions	1	Close Date	Until Filled

DUTIES AND RESPONSIBILITIES

The City Council's Finance Division is seeking to fill the position of Counsel. The Finance Division assists and supports the Speaker, Committees of the Council and Council Members in the fulfillment of their roles in the City's legislative and budget process. Attorneys in the Finance Division work closely with other Council central staff, Council Members and their staffs, city agencies, and outside stakeholders.

Key responsibilities include:

- Drafting legislation for consideration by the Finance Committee
- Drafting Briefing Papers for Finance Committee Hearings
- Conducting Finance Committee Hearings
- Drafting Opening Statement for the Chair of Finance Committee
- Advising elected officials and New York City Council Staff on legality of tax proposals and initiatives

REQUIREMENTS

The ideal candidate must possess a J.D. from an accredited school of law, and be admitted to practice law in New York State. The ideal candidate will have experience in the New York State and New York City budget processes; legislative process, bill drafting experience, and understand how to use Lexis/Nexis. Candidates should demonstrate excellent analytical, research and writing skills; the ability to communicate clearly and concisely both in written and oral format; the ability to work under and meet tight deadlines; and to be organized and highly collegial. A strong working knowledge of government, the legislative process, and familiarity with New York City and State law is desirable.

New York City Residency Required within 90 Days of Appointment

HOW TO APPLY

Qualified candidates should forward a cover letter and resume to:

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

FAX: (212) 788-7061

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
