

## JOB VACANCY NOTICE

<b>CIVIL SERVICE TITLE: EXECUTIVE AGENCY COUNSEL</b>	<b>LEVEL: M1</b>
<b>TITLE CODE NO:</b>	<b>SALARY: \$95,000 (PER ANNUM)</b>
<b>OFFICE TITLE: SUPERVISING ATTORNEY - SOURCE OF INCOME UNIT</b>	<b>WORK LOCATION: 22 READE STREET, NEW YORK, NY 10007</b>
<b>DIVISION/WORK UNIT: LAW ENFORCEMENT BUREAU</b>	
<b>HOURS/SHIFT: DAY, 9-5; CANDIDATES MAY BE REQUIRED TO WORK EVENINGS AND/OR ON WEEKENDS TO SUPPORT THE DUTIES OF THE POSITION.</b>	

### Job Description

The Commission on Human Rights (the Commission) is the sole agency charged with enforcing the New York City Human Rights Law (NYCHRL) – one of the most expansive civil rights laws in the nation. Through its Law Enforcement Bureau (LEB), the Commission accepts claims filed by the public, and has the power to initiate its own investigations to affirmatively root out discrimination, harassment, retaliation and other violations of the NYCHRL. The Commission’s Community Relations Bureau (CRB) is empowered to take action against prejudice, intolerance, bigotry, discrimination and bias-related violence or harassment through education, trainings, outreach efforts, and other mechanisms aimed at creating partnerships and relationships with stakeholders in the community. Both bureaus collaborate closely to work towards the shared goal of fostering mutual understanding and respect among all New Yorkers and encouraging equality of treatment throughout the City.

Supervising Attorneys help manage the process by which the LEB enforces the New York City Human Rights Law through the investigation and prosecution of complaints of violations filed by members of the public. Supervising Attorneys oversee the work of the attorneys and other staff investigating public complaints and representing the Commission in mediations, settlements and litigation of cases at the Office of Administrative Trial and Hearings. Supervising Attorneys also work with the Deputy Commissioner and Assistant Commissioner for Law Enforcement to identify and develop affirmative litigation and Commission-initiated investigations.

With new funding the Commission will expand the SOI unit as such discrimination remains widespread. The additional staff will engage in investigation, pre-complaint resolution, litigation and other work that will reduce the prevalence of source of income discrimination.

Responsibilities include:

- Supervising SOI Unit and LEB attorneys and interventionists in negotiating resolutions of claims of SOI discrimination and drafting conciliation agreements.
- Supervising SOI and LEB attorneys in the litigation of cases before the Office of Administrative Trials and Hearings from discovery and trial through and including issuance of

an Administrative Law Judge report and recommendation and issuance of a Commission order.

- Maintaining a personal caseload of SOI cases under investigation and prosecution.
- Working with SOI attorneys and the entire SOI Unit to ensure that information provided in the public complaint process is used to identify systemic discrimination and repeat violations that may warrant Commission-initiated investigations.
- Monitoring compliance with LEB policy and procedures including those relating to recordkeeping and filing.
- Working with the Assistant Commissioners and the Deputy Commissioner on statistics and reports related to the agency's reporting requirements as well as guidance on compliance with the NYCHRL.
- Participating in regular staff meetings.
- Participating in training programs, conferences, and other LEB activities as requested.
- Interviewing members of the public alleging claims of discrimination; engaging in pre-complaint interventions, investigations, and files complaints where appropriate.
- Collaborating with the Commission's Community Relations Bureau to provide trainings and targeted community outreach programs and to engage in coordinated approaches to rooting out systemic discrimination.
- Representing the Commission at community events, speaking engagements, and at bar associations.
- Advising the Commissioner on proposed legislation and other policy matters.
- Taking on other responsibilities assigned by the Commissioner and Deputy Commissioner to help effectively and efficiently run the LEB.

### Qualification Requirements

Admission to the New York State Bar; and five years of recent full-time responsible, relevant, satisfactory legal experience subsequent to admission to any bar, eighteen months of which must have been in the supervision of other attorneys, in an administrative, managerial or executive capacity, or performing highly complex and significant legal work.

Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment.

### Preferred Skills

- At least five years of litigation experience in anti-discrimination law, employment law, housing law, or other civil rights-related areas.
- Experience conducting discovery, reviewing documents and taking depositions and with trial testimony.
- Relationships with organizations and groups serving diverse communities in the City and five years' experience working with some of the following people and communities: low-income tenants, recipients of public assistance, immigrants; people of color; people with limited English proficiency; people living with HIV/AIDS; lesbian, gay, bisexual and/or transgender people; people with disabilities; people with accommodations issues related to pregnancy,

disability or religion; and people with criminal or arrest histories.

- Demonstrated commitment to public service and strong work ethic.
- Exceptional organization skills and attention to detail.
- Strong oral and communication skills.
- Strong people skills and leadership skills.
- Experience working as part of a team and ability to work collaboratively.
- Ability to engage with diverse members of the public in a culturally competent manner.
- Familiarity with the NYCHRL.
- Fluency in a language other than English, preferably one common in New York City.

**To Apply**

For City employees: Go to Employee Self-Service (ESS) - [www.nyc.gov/ess](http://www.nyc.gov/ess) and search for  
**Job ID# 590617**

For all other applicants: Go to [www.nyc.gov/careers](http://www.nyc.gov/careers) and search for **Job ID# 590617**

Submission of a resume is not a guarantee that you will receive an interview. Only those candidates  
under consideration will be contacted.

**New York City Residency is Not Required For This Position.**

**THE NYC COMMISSION ON HUMAN RIGHTS IS AN  
EQUAL OPPORTUNITY EMPLOYER**

POST DATE: 06/21/23

POST UNTIL: UNTIL FILLED