



Office of the Chief Counsel

Position Title: Associate Counsel

Job ID Number: 37407

About the Office:

The Office of the Chief Counsel to the Mayor and City Hall is City Hall's legal team, effectively operating as in-house counsel for City Hall. Working alongside the Law Department and the General Counsel offices of City agencies, the Office provides legal guidance to the Mayor and City Hall staff to help advance the Mayor's policy priorities. The Office also provides guidance on compliance, ethics, freedom of information, legislation and policy matters to the Mayor and City Hall.

The Office of the Chief Counsel to the Mayor and City Hall is seeking a dynamic, public service-minded lawyer to work closely with senior policymakers. The Office provides legal guidance to the Mayor and senior policymakers in City Hall on issues including legislation, policy matters, compliance, ethics, and transparency.

About the Role:

The Associate Counsel will work on sensitive matters at the highest level. The Associate Counsel will report to directly to the Deputy Chief Counsel and the Chief of Staff to the Chief Counsel. Key tasks will include:

- Researching various local, state and federal laws, court decisions and legal authorities, and other legal documents;
- Providing policy guidance and legal analysis to City Hall staff to advance mayoral initiatives;
- Working with senior administration officials on various transparency projects, including lobbyist reporting and compliance with the Freedom of Information Law;
- Analyzing ethics questions for the Mayor's Office, including gift and travel requests;
- Providing legal analysis to Mayor's Office staff in employment, EEO, and conflict matters;
- Acting as a City Hall policy advisor to the agencies reporting to the Chief Counsel; and
- Reviewing and making legal judgements about sensitive material.

Qualifications:

- Excellent legal judgment;
- Attention to detail;
- Ability to balance many simultaneous priorities;
- Strong and concise communication skills;
- Commitment to public service;

- Demonstrated ability to be a team player in a dynamic and fast-paced environment;
- Dedication to client services and willingness to be responsive;
- Admission to the New York State Bar, and at least three years of legal experience.

Salary Range:

\$ 73,579.00 - \$111,083.00

To Apply:

Please send a copy of your resume, a cover letter, and three (3) references to [Candidate Application](#)

New York City Residency Is Required Within 90 Days of Appointment

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.

The Adams Administration values diversity — in backgrounds and in experiences that is reflective of the city it serves. Applicants of all backgrounds are strongly encouraged and welcomed to apply.

For current job opportunities in the NYC Mayor's Office visit the [Mayor's Office Job's Page](#)

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 access job openings or apply for a job on this site as a result of your disability. You can request reasonable accommodations by contacting Human Resources at HR@cityhall.nyc.gov.

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.