

Tort, Assistant Corporation Counsel

Salary range: \$75,677-\$155,751

Duties include:

- handling all facets of litigation for their caseload;
- conducting statutory hearings and depositions;
- drafting pleadings, affirmative and responsive motions, and discovery responses;
- requesting document discovery and securing relevant evidence;
- conducting preliminary, compliance, settlement, and TAP conferences;
- arguing motions;
- conducting factual and legal research;
- developing defense and trial strategies;
- interviewing and preparing witnesses;
- retaining, consulting and drafting CPLR 3101(d) expert exchanges;
- second-seating and conducting trials;
- drafting motions in limine, jury charges, trial and post-trial motions and memoranda;
- engaging in all aspects of trial work where necessary;
- identifying, recommending, and referring matters for early settlement;
- drafting settlement memoranda and participating in settlement negotiations;
- coordinating with client agencies and legal departments;
- maintaining an updated spreadsheet of all of his/her cases;
- updating the Tort Division's electronic systems, including Law Manager and the Intake Database; and
- providing information for regular reporting of litigation events and case-preparation milestones.

Attorneys admitted in New York with substantial legal experience; demonstrated exceptional organizational and supervisory abilities; strong legal analytical skills; solid knowledge of municipal tort law, the CPLR, and evidentiary issues; solid knowledge of and experience in personal-injury-case evaluation and valuation of injuries; strong interpersonal skills; excellent judgment; trial experience a plus, but not a prerequisite.

The deadline to apply is **February 14, 2024**

Please go to <https://cityjobs.nyc.gov/> and search for Job ID **616109**, or click the following link to apply to Job ID **616109**:

<https://cityjobs.nyc.gov/jobs?q=616109&options=&page=1>

