

Job Announcement

August 7, 2014

JOB TITLE: Associate Counsel, Corporate/FOIL **LOCATION:** NYC
DEPARTMENT: Legal

BASIC FUNCTION:

Act as Records Access Officer for the Corporation; receive and respond to all Foil requests and prepare appeals. Represent and advise the Corporation with respect to other aspects of its activities and functions, under the supervision of a senior counsel, Deputy General Counsel or General Counsel.

WORK PERFORMED:

- Act as Records Access Officer for the Corporation, including receipt and response to all FOIL requests and communications with requesting individuals and entities.
- Perform research and prepare advice regarding FOIL requests
- Advise staff on document holds and collection of responsive documents.
- Draft, negotiate and/or review diverse corporate documents.
- Provide counsel and advice to various ESD departments.
- Assist in ensuring compliance with UDC Act, all UDC legislation and related laws and regulations.
- Perform administrative and other tasks assigned by the General Counsel and Deputy General Counsel.
- Supervise interns and coordinate with outside counsel and consultants for ESD.
- Draft and/or review and provide advice to ESD with respect to legislation and regulation that might affect ESD.
- Initiate solutions to legal problems.

EDUCATION & REQUIREMENTS:

Education Level required: J. D. or LLB from accredited law school; admission to New York State Bar

Relevant experience required: Minimum of 4 years of legal experience; some experience in government or private in-house legal departments preferred

Knowledge required: Corporate law and government practice

HIRING SALARY RATE: Up to \$107,000, Commensurate with Experience

INQUIRE:

Rahshib Thomas, Sr. Human Resources Manager

DEADLINE: At least 2 weeks or until the position is filled.

Internal Candidates: COMPLETE A POSTING APPLICATION AND ATTACH A COPY OF RESUME

External Candidates: SEND RESUME TO: Resumes@esd.ny.gov

AN EQUAL OPPORTUNITY EMPLOYER