



Review Vacancy

Date Posted: 07/18/24
Applications Due: 08/02/24
Vacancy ID: 163547

Position Information

NY HELP	No
Agency	Transportation, Department of
Title	Assistant Counsel
Occupational Category	Legal
Salary Grade	25
Bargaining Unit	PS&T - Professional, Scientific, and Technical (PEF)
Salary Range	From \$93530 to \$117875 Annually
Employment Type	Full-Time
Appointment Type	Permanent
Jurisdictional Class	Non-competitive Class
Travel Percentage	5%

Schedule

Workweek	Mon-Fri
Hours Per Week	37.5

Workday

From	9 AM
To	5 PM
Flextime allowed?	No

Mandatory overtime?	No
Compressed workweek allowed?	No
Telecommuting allowed?	Yes

Location

County	Albany
Street Address	Division of Legal Affairs 50 Wolf Road
City	Albany
State	NY
Zip Code	12232

Job Specifics

Minimum Qualifications	Candidates must have been admitted to the New York State Bar and must have had two years of experience in the practice of law subsequent to admission to the Bar.
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**Duties
Description**

1. Work closely with internal and external human resources professionals and attorneys on matters related to employment, employee relations, and the Americans with Disabilities Act.
2. Assist with equal employment opportunity, non-discrimination, minority-and-women owned business and service disable veteran-owned business goals, initiatives, and requirements.
3. Work with NYSDOT engineers to deliver transportation projects, involving highways, bridges, bike-paths, railroads, airports, and mass transit systems including procurement issues.
4. Draft and negotiate complex contracts related to construction, including: coordinating with other governmental entities, utilities, and railroads; as well as municipal grantees.
5. Confer with NYSDOT personnel or outside parties to address legal issues related to the above-described activities and services.

Background Summary:

A day in the Department's Office of Legal Services is fast-paced, diverse, and rewarding. The Office of Legal Services has significant involvement in all aspects of the agency. The Department's attorneys represent and advise on matters concerning, but not limited to: the project development process, compliance with environmental laws, procurement law including vendor responsibility, construction law including project labor agreements (PLAs) and dispute resolution; contract drafting and negotiation; litigation against the Department, right of way management and property acquisition, notices of violations (NOVs) for passenger and freight transportation; consultation with and contracting with Railroads, municipalities, public transportation agencies; as well as Freedom of Information Law (FOIL), tax exempt bond issuances, employment, ethics, Aviation, traffic safety, legislation, audits, grants, and State and Federal regulatory compliance.

As part of the legal team, you will actively contribute to serving the Department's mission, to ensure our customers - those who live, work and travel in New York State - have a safe, reliable, equitable, and resilient transportation system that connects communities, enhances quality of life, and supports the economic well-being of New York State.

Responsibilities may include serving a role within the Incident Command System to support the department's response to regional and statewide emergency situations.

Additional Comments

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Office of Employee Relations at (518) 474-6988 or via email at info@oer.ny.gov.

The New York State Department of Transportation is an equal opportunity/affirmative action employer. Women, minority group members, disabled persons and Veterans are encouraged to apply. Upon request, reasonable accommodations will be provided for the disabled.

In compliance with Public Law 99-603, candidates selected for appointment must provide an original document to prove their citizenship and/or legal right to work in the United States.

Some positions may require additional credentials or a background check to verify your identity.

Contact Information

Name	Alexandra Glick-Kutscha
Telephone	
Fax	
Email Address	Alexandra.Glick-Kutscha@dot.ny.gov

Address

Street	NYS Department of Transportation 50 Wolf Road
City	Albany
State	NY
Zip Code	12232

Notes on Applying	Qualified candidates should submit a letter of interest and a current resume, titled by last name, with the Notice Number MO-24-331 and last name in the subject line and referenced in the letter of interest no later than August 2nd , 2024, to Alexandra.Glick-Kutscha@dot.ny.gov
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