



## Review Vacancy

**Date Posted:** 07/18/24  
**Applications Due:** 08/02/24  
**Vacancy ID:** 163496

### Position Information

<b>NY HELP</b>	Yes
<b>Agency</b>	Transportation, Department of
<b>Title</b>	Senior Attorney/Assistant Attorney 1/2/3 - NY HELPS
<b>Occupational Category</b>	Legal
<b>Salary Grade</b>	25
<b>Bargaining Unit</b>	PS&T - Professional, Scientific, and Technical (PEF)
<b>Salary Range</b>	From \$65001 to \$117875 Annually
<b>Employment Type</b>	Full-Time
<b>Appointment Type</b>	Permanent
<b>Jurisdictional Class</b>	Competitive Class
<b>Travel Percentage</b>	5%

### Schedule

<b>Workweek</b>	Mon-Fri
<b>Hours Per Week</b>	37.5

### Workday

<b>From</b>	9 AM
<b>To</b>	5 PM
<b>Flextime allowed?</b>	No

<b>Mandatory overtime?</b>	No
<b>Compressed workweek allowed?</b>	No
<b>Telecommuting allowed?</b>	Yes

**Location**

<b>County</b>	Albany
<b>Street Address</b>	Legal Affairs 50 Wolf Road
<b>City</b>	Albany
<b>State</b>	NY
<b>Zip Code</b>	12232

**Job Specifics**

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**Minimum  
Qualifications**

This title is part of the New York Hiring for Emergency Limited Placement Statewide Program (NY HELPS). \*

This position may be filled at the Senior Attorney level or one within the Legal Traineeship appointment levels. Appointment title will be dependent upon qualifications of candidate selected.

To be considered for a NY HELPS non-competitive appointment or 55 b/c appointment, candidates must still meet the open-competitive minimum qualifications for this position as follows:

- Assistant Attorney 1 (Grade 18): Law school graduation and/or eligibility for NYS Bar Admission
- Assistant Attorney 2 (Grade 20): Admission to NYS Bar
- Assistant Attorney 3 (Grade 22): 12 months as an Assistant Attorney 2, or Admission to the NYS Bar and 12 months of subsequent satisfactory legal experience
- Senior Attorney (Grade 25): 12 months as an Assistant Attorney 3, or Admission to the NYS Bar and 24 months of subsequent satisfactory legal experience

This position may be filled as a traineeship at the Assistant Attorney 1,2 or 3 levels. Candidates appointed at the trainee level will be required to successfully complete the traineeship to advance to the journey level title and salary.

If appointed as an Assistant Attorney 1, you will be automatically advanced to the Assistant Attorney 2 upon admission to the New York State Bar. If you are not admitted to the New York State Bar within two years of appointment, your appointment will be terminated.

Candidates may also be qualified for permanent competitive appointment if reachable from the appropriate Civil Service eligible list or eligible for reassignment or transfer in accordance with Civil Service Law.

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**Duties  
Description**

1. Work with NYSDOT engineers to deliver transportation projects, involving highways, bridges, bike-paths, railroads, airports, and mass transit systems.
2. Coordinate right-of-way acquisitions, environmental reviews, and design approval concerns, as well as issues arising in procurement.
2. Assist in construction- and design-related litigations, including construction disputes.
3. Review, analyze, and advise on Design-Build and Project Labor Agreements.
4. Analyze and respond to bid protests and contractor responsibility matters.
5. Draft and negotiate complex contracts related to construction, including: coordinating with other governmental entities, utilities and railroads; as well as municipal grantees
6. 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**

\*This title is part of the New York Hiring for Emergency Limited Placement Statewide Program (NY HELPS). For the duration of the NY HELPS Program, this title may be filled via a non-competitive appointment, which means no examination is required but all candidates must meet the minimum qualifications of the title for which they apply.

At a future date (within one year of permanent appointment), it is expected employees hired under NY HELPS will have their non-competitive employment status converted to competitive status, without having to compete in an examination. Employees will then be afforded with all of the same rights and privileges of competitive class employees of New York State. While serving permanently in a NY HELPS title, employees may take part in any promotion examination for which they are qualified.

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](mailto: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**

<b>Name</b>	Alexandra Glick-Kutscha
<b>Telephone</b>	
<b>Fax</b>	
<b>Email Address</b>	<a href="mailto:Alexandra.Glick-Kutscha@dot.ny.gov">Alexandra.Glick-Kutscha@dot.ny.gov</a>

**Address**

<b>Street</b>	NYS Dept. of Transportation 50 Wolf Road
<b>City</b>	Albany
<b>State</b>	NY
<b>Zip Code</b>	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-24-324 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](mailto:Alexandra.Glick-Kutscha@dot.ny.gov)

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