



55 Water Street, New York, NY 10041  
www.trsnyc.org • 1 (888) 8-NYC-TRS

## Teachers' Retirement System of the City of New York Job Vacancy Notice

**Civil Service Title:** Agency Attorney  
**Level:** 01  
**Functional Title:** Agency Attorney  
**Title Code:** 30087

**Salary Range:** \$63,228 - \$96,526  
(Annual) **Location:** 55 Water St. NY, NY  
**Department:** Legal Administration

### Job Description:

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.

The Teachers' Retirement System of the City of New York (TRS) administers a defined benefit pension plan and optional IRC 403(b) defined contribution plan, to provide retirement, disability and death benefits to eligible New York City educators. TRS is a non-mayoral agency, and is led by an Executive Director who reports to a Board of Trustees.

The TRS Legal Department is seeking an Agency Attorney to assist in a range of legal issues encountered by TRS. Specific job functions include: research on questions of law and fact to support advice on and resolution of complex benefit matters; negotiation and drafting of agency contracts and legal support to TRS' procurement unit; liaison with New York City Law Department on litigation matters, particularly in the area of disability retirement; review legal documents submitted to the agency, including but not limited to Domestic Relations Orders, Powers of Attorney and Guardianship Papers, and write internal memorandum and correspondence to members and their counsel.

### Responsibilities:

The Agency Attorney will perform a broad scope of legal duties. Experience in City government, contracts, pension benefits, trusts and estates, or 403(b) plans is a plus, but not required. Working under the supervision of senior agency counsel, responsibilities will include, but are not limited to the following:

- Assist in review and processing of Domestic Relations Orders, Power of Attorney documents, Guardianships, and Tax-Deferred Annuity hardship withdrawal requests.
- Draft agency policy documents in the complex area of public pension benefits.
- Negotiate and draft contracts.
- Assist business units and senior attorneys on matters that require legal assistance, including application of statutory requirements and framework to particular benefit cases.
- Manage legal inquiries from TRS members and beneficiaries, including drafting correspondence to TRS members, members' attorneys and beneficiaries.
- Research statutes and case law relevant to agency matters and advise on questions of law and fact.
- Assist agency FOIL officer in responding to FOIL requests.
- Liaise with NYC Law Department on pension benefit matters and related litigation.

### Preferred Skills:

- Ability to research and evaluate complex legislation and laws.
- Ability to think critically and to do in-depth analysis of legal issues presented.
- Ability to review legal documents for accuracy.
- Knowledge of and proficiency with Lexis/Nexis.
- Excellent legal drafting skills
- Superior writing, research and analytical skills
- Ability to communicate in a clear, concise manner both verbally and written
- Knowledge of City Government, contract drafting, pension law, or trust and estates a plus.

## **Additional Information**

### **Benefits of Working at TRS**

- TRS offers competitive salaries
- Pension Plan (The New York Employees' Retirement System)
- 401(k) and Roth 457 Retirement Savings Programs
- U.S. Savings Bonds
- Flexible Spending Program
- Health Benefits, Dental, Vision Coverage, Prescription Drug Program
- Employee Assistance Programs (EAP)
- Training and Professional Development
- Opportunity for Scholarship; College Savings Program
- Flexible Work Hours, Paid Holidays and Sick/Annual Leave
- Student Loan Forgiveness

### **Student Loan Forgiveness**

The federal government provides student loan forgiveness through its Public Service Loan Forgiveness Program (PSLF) to all qualifying public service employees. Working with TRS qualifies you as a public service employee and you may be able to take advantage of this program while working full-time and meeting the program's other requirements.

Please visit the Public Service Loan Forgiveness Program site to view the eligibility requirements:  
<https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>

### **Competencies:**

- Effective Communications
- Analytical Thinking
- Drive For Results
- Learning Agility

### **Minimum Qualification Requirements:**

1. Admission to the New York State Bar; and either "2" or "3" below.
2. One year of satisfactory United States legal experience subsequent to admission to any state bar; or
3. Six months of satisfactory service as an Agency Attorney Interne (30086).

Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment.

In addition to meeting the minimum Qualification Requirements:

To be assigned to Assignment Level (AL) II, candidates must have one year of experience at Assignment Level I or two years of comparable legal experience subsequent to admission to the bar, in the areas of law related to the assignment. To be assigned to AL III candidates must have two years of experience in Assignment Levels I and/or II or three years of comparable legal experience subsequent to admission to the bar, in the areas of law related to the assignment.

## Residency Requirements:

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

## EEO/Reasonable Accommodation and Diversity Statements:

At TRS we celebrate diversity and are committed to creating an inclusive environment for all employees. We are an Equal Opportunity Employer and do not discriminate based upon race, religion, color, national origin, ancestry, age, sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity or expression, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

The Teachers' Retirement System of NYC offers reasonable accommodation during the application process for qualified individuals with disabilities. If you need assistance during the application or interview process and in completing new hire paperwork to accommodate a disability, please email requests to: [HRInquiry@trs.nyc.ny.us](mailto:HRInquiry@trs.nyc.ny.us). TRS also offers reasonable accommodation during employment in accordance with federal, state and local laws.

Qualified persons who have been certified as disabled and eligible to participate in 55-a program may apply. All applicants must meet the minimum qualification requirements.

**To Apply:** If interested, please apply using the following methods.

**City Employees:** Employee Self Service (ESS). [www.nyc.gov/ess](http://www.nyc.gov/ess).

**All Other Applicants:** [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search).

**Search for Job ID#:** 536110

**Dated:** 6/23/2022      **Posted Until:** 8/2/2022