

VACANCY ANNOUNCEMENT



CITY OF MOUNT VERNON, NEW YORK MAYOR SHAWYN PATTERSON-HOWARD

POSITION: Assistant Corporation Counsel (Code Enforcement)
DEPARTMENT: Department of Planning and Community Development

The City of Mount Vernon is an equal opportunity employer and is committed to achieving full and equal opportunity without regard to race, religion, color, gender, physical or mental disability and sexual orientation. The City of Mount Vernon has a zero tolerance for all forms of harassment or reprisal.

OPENING DATE: 09/01/2020

CLOSING DATE: 09/18/2020

SALARY RANGE: Commensurate with Experience

RESIDENCY REQUIREMENTS: MUST BE A RESIDENT OF WESTCHESTER COUNTY

APPLICATION INSTRUCTIONS:

Resumes and letters of interest should be addressed to:

City of Mount Vernon

Department of Human Resources

1 Roosevelt Square, Room 211

Mount Vernon, New York 10550

Or submitted via e-mail to: CityofMountVernonHR@cmvny.com

DISTINGUISHING FEATURES OF THE CLASS:

Under the direct supervision of the Corporation Counsel, Deputy Corporation Counsel and the Deputy Commissioner of Planning and Community Development, this legal position assists the Corporation Counsel in drafting pleadings, motions, discovery demands and legal instruments, preparing opinions and performing a wide variety of other basic professional legal tasks. The Corporation Counsel's office coordinates the efforts of the Building, Planning, Public Works, Fire and Police Departments to identify and respond effectively to health and safety threats and other public nuisance issues in Mount Vernon's neighborhoods. When a code violation is reported, the code enforcement attorney responds by coordinating the investigation and abatement process by the relevant city agencies and, when necessary, pursuing additional remedies against violators through court action. The code enforcement attorney will provide aggressive legal action on behalf of the City to ensure safety and maintain property on behalf of its residents. The Code Enforcement attorney uses civil enforcement methods to improve conditions in areas where Mount Vernon's Fire, Building, Housing and Planning Codes, or New York State's Health and Safety Code and Disability Access Regulations have been violated. Does related work as require.

EXAMPLES OF WORK: (Illustrative only)

- Works with other City departments to identify code violations and pursue legal action against those who do not take steps to abate the identified problem; Works with the Buildings Department, the Fire Department, the Planning
- Department/Urban Renewal Agency, the Police Department and the Tax Assessor's Office, the code enforcement attorney focuses on keeping Mount Vernon safe;
- Engages in proactive community outreach to educate residents and business owners about their rights and responsibilities;
- Types of Code Enforcement Violations are:
- Substandard Housing and Building Code Violations: Lack of hot water, dilapidated conditions, musical rooming, unsafe or illegal construction, plumbing, electrical and/or mechanical problems, seismically unsafe buildings;
- Fire Hazards: Lack of fire sprinklers or sprinklers that don't work, lack of fire extinguishers, blocked or locked exits, overcrowding of public spaces;
- Criminal Activity: Drug dealing, prostitution, illegal businesses, gang violence, nuisances at liquor stores and entertainment venues, gambling or excessive noise;
- Health Code Violations: Insect or rodent infestation, trash accumulation or abandoned cars/trucks;
- Land Use Issues: Unauthorized property uses, unpermitted in-law units, commercial auto repair at residential properties, illegal signs, non-compliance with landmark preservation laws;
- Public Works Violations: Illegal dumping, blight, broken sidewalks in front of a residence or business.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Candidates must have a good knowledge of the principles and practices of common law and state and federal laws pertaining to municipal activities;
- Must have a working knowledge of civil and criminal procedures and of the rules of evidence;
- Must have a working knowledge of the principals of public administration; must have excellent skills in preparation and drafting of legal instruments, legislative bills, ordinances and resolutions;
- Must be proficient in the English language;
- Must have good oral and communication skills;
- Must be able to prepare written reports;

- Initiative; tact and courtesy;
- Good professional and administrative judgment;
- Good computer skills;
- Able to establish effective working relationships;
- Attention to detail and physical condition commensurate with the demands of the position.

ACCEPTABLE TRAINING AND EXPERIENCE:

- Graduation from a law school of recognized standing and possession of a license at time of appointment, to practice as an attorney and counselor in the courts of the State of New York; PLUS Five (5) years of experience clerking or assisting in a law office, two (2) years of which should have been in Municipal Law; **OR**
- Five (5) years of post-graduate legal experience; **PLUS**, Two(2) years of which shall have been in Municipal Law.