**Duffy, Daniel** FOI#13464

**From:** sstrunsky@starledger.com
**Sent:** Sunday, May 27, 2012 5:16 PM
**To:** Duffy, Daniel
**Cc:** Torres Rojas, Genara; Van Duyne, Sheree
**Subject:** Freedom of Information Online Request Form

Information:

First Name: Stephen
Last Name: Strunsky
Company: The Star-Ledger
Mailing Address 1: One Star-Ledger Plaza
Mailing Address 2:
City: Newark
State: NJ
Zip Code: 07102-1200
Email Address: sstrunsky@starledger.com
Phone: 973-392-1544
Required copies of the records: Yes

List of specific record(s):
Please provide me with any email or other official communications spelling out the projects or activities Paula Dow has worked on for the Port Authority, and just what kind of role she played or work she did on those projects. i.e., memos from the executive director, deputy executive director, general counsel, or other agency official, directing Ms. Dow to supervise or otherwise take part in agency work, and memos from Dow to those or other officials detailing the work she did on those assignments or duties. Please also provide me with a job description for the deputy general counsel position. Thanks very much. -Stephen A. Strunsky

**THE PORT AUTHORITY** OF NY & NJ

Daniel D. Duffy
*FOI Administrator*

September 13, 2012

Mr. Stephen Strunsky
The Star-Ledger
One Star-Ledger Plaza
Newark, NJ 07102-1200

Re: Freedom of Information Reference No. 13463

Dear Mr. Strunsky:

This is a response to your May 27, 2012 request, which has been processed under the Port Authority's Freedom of Information Code (the "Code", copy attached) for copies of "any email or other official communications spelling out the projects or activities Paula Dow has worked on for the Port Authority, and just what kind of role she played or work she did on those projects, i.e., memos from the executive director, deputy executive director, general counsel, or other agency official, directing Ms. Dow to supervise or otherwise take part in agency work, and memos from Dow to those or other officials detailing the work she did on those assignments or duties" and "a job description for the deputy general counsel position".

Material responsive to your request for a copy of the job description for Paula Dow and available under the Code can be found on the Port Authority's website at http://www.panynj.gov/corporate-information/foi/13463-O.pdf. Paper copies of the available records are available upon request.

Material responsive to the remainder of your request, to the extent that it exists, is exempt from disclosure pursuant to Exemptions (1), (3) and (5) of the Code.

Please refer to the above FOI reference number in any future correspondence relating to your request.

Very truly yours,

Daniel D. Duffy
FOI Administrator

Attachment

*225 Park Avenue South*
*New York, , NY 10003*
*T: 212 435 3642 F: 212 435 7555*

THE PORT AUTHORITY OF NY & NJ

**JOB CODE:** 0800
**DATE ISSUED:** 1/06/2012

**JOB TITLE:** FIRST DEPUTY GENERAL COUNSEL
**SALARY PLAN / LEVEL:** B-EM3
**FLSA STATUS:** EXEMPT
**JOB FAMILY:** BUSINESS MANAGEMENT, LEGAL SERVICES

## A. SUMMARY OF RESPONSIBILITIES

Reporting to the General Counsel, the First Deputy General Counsel assists in providing legal counsel, opinions, advice, and representation to the Port Authority as required and directed by the General Counsel. The First Deputy General Counsel is the primary assistant to the General Counsel and second in command in the Law Department. The First Deputy General Counsel may act on behalf of the General Counsel as required.

## B. ESSENTIAL FUNCTIONS

1. Advise and counsel the General Counsel on matters of law and legal opinion.
2. Provide oversight and guidance to the Deputy General Counsels, and assist the General Counsel in carrying out the day-to-day activity of the Law Department.
3. Monitor activity and status of all active legal proceedings, litigations and actions, and update General Counsel on changes.
4. Manage special projects, initiatives, legal actions, etc. requiring senior level knowledge, skill and/or visibility as directed by the General Counsel.
5. Maintain cognizance of new laws, legal decisions, legal and legislative actions etc, that affect the Agency and advise senior staff of their implications.
6. Assist the General Counsel in strategic planning for the Law Department and for the legal function of the Agency.
7. Actively pursue improvements to the types and quality of legal support to the Agency.
8. Perform other related duties as the General Counsel may direct.

## C. JOB REQUIREMENTS

1. Jurist Doctorate from an accredited law school and membership in good standing with the Bar Association in the state of New York or New Jersey.
2. Demonstrated experience as a managing or executive attorney successfully handling complex cases and/or a diverse legal workload. Experience in the public sector corporate legal environment is highly desirable.
3. Extensive knowledge of legal principles and practices, including civil, criminal, constitutional, contractual, administrative and business law and the procedural methods used in the conduct of civil litigation.

4. Demonstrated superior leadership skills, exceptional interpersonal, and communication skills. Demonstrated ability to think strategically and to act decisively regarding legal challenges facing the agency.