

**City of New York
DEPARTMENT OF INVESTIGATION
Job Vacancy Notice**

JOBID: Coun508

Civil Service Title: Agency Attorney	Level: L4
Title Code No: B0087	Salary: \$74,912-\$98,563
Office Title: Special Counsel	Work location: 80 Maiden Lane, New York, NY
Division/Work Unit: SCI/Squad 11 – IG-DOE	Number of Positions: 1

Job Description

The New York City Department of Investigation (“DOI”) is one of the oldest law enforcement agencies in the country with a mission of combating municipal corruption. It serves the People of New York City by acting as an independent and nonpartisan watchdog for New York City government, City agencies, and City employees, vendors with City contracts, individuals and entities that receive City funds.

The Office of the Special Commissioner of Investigation for the New York City School District which is also known as the Department of Investigation’s Inspector General for the New York City Department of Education (“IG-DOE”) investigates corruption, misconduct, or other illegal, unethical or improper activities by officials, employees, contractors, and vendors doing business with the DOE - the nation’s largest school district enrolling more than 1.1 million students and employing 140,000 staff located in over 1,800 facilities.

SCI/IG-DOE is seeking an experienced, self-motivated attorney to serve as a Special Counsel. Under direct supervision of the Special Commissioner of Investigation/Inspector General and First Deputy IG, with latitude for independent decision-making, the Special Counsel will conduct investigations and provide counsel concerning cases involving fraud, theft, sexual misconduct, conflicts of interest, and/or mismanagement. The Special Counsel will review agency policies and procedures, draft subpoenas and enforce compliance with document requests, conduct document reviews, engage in interviews of witnesses and subjects, review reports of Field Investigations, and help make determinations as to the completeness or adequacy of investigative reports. The Special Counsel will also be responsible for providing advice and counsel on relevant rules, laws, and regulations and will prepare reports on findings of investigations, and make recommendations for appropriate actions.

New York City residency is not required.

Qualification Requirements

1. Admission to the New York State Bar and three years of recent full-time responsible, relevant, satisfactory legal experience subsequent to admission to any bar, eighteen months of which must have been performing complex and significant legal work.
2. Graduate from an accredited law school.
3. Highest professional and ethical standards.
4. Incumbents must remain members of the New York State Bar in good standing for the duration of their employment at SCI/Squad 11 – IG-DOE.

Preferred Skills

1. Substantial legal experience, including litigation, investigative, advisory, or law enforcement experience, preferably at a prosecutor’s office, a law enforcement agency, or public defender’s office, or comparable legal experience.
2. Criminal investigations experience including financial crimes and/or sexual assault cases.
3. Experience with NYC government operations, policies and procedures and the agencies of the City of New York is a plus.
4. Experience with procurement, and/or contracts is a plus.
5. Experience with education law and policy is a plus.
6. Strong legal research, writing, and analytical skills.
7. Ability to work both independently and collaboratively with various stakeholders.
9. Exceptional organizational and interpersonal skills.
9. Ability to work well with all levels of staff and management.
10. Excellent judgment.

To Apply:

Send resumes, cover letters, and writing samples electronically to applicant@nycsci.org and indicate “Coun508” in the subject line of the email. Please do not email, mail or fax your resume to SCI/IG-DOE directly. Submissions of resumes does not guarantee an interview. Due to the high volume of resumes SCI/IG-DOE receives for positions, only selected candidates will be contacted.

Appointments are subject to Office of Management & Budget approval for budgeted headcount.

Post Date:		
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The City of New York is an equal opportunity employer and is strongly committed to a policy of non-discrimination. We are committed to recruiting a diverse and inclusive talent pool.