

## NYC OFFICE OF THE COMPTROLLER

### JOB VACANCY NOTICE

<b>Title:</b>	<b>Deputy General Counsel (Ethics Officer / Disciplinary Trial Advocate)</b>
<b>Salary:</b>	<b>\$120,000 - \$135,000</b>
<b>Bureau/Division:</b>	<b>General Counsel</b>
<b>Period:</b>	<b>May 16, 2016 – Until Filled</b>

### JOB DESCRIPTION

The Office of General Counsel is responsible for all legal matters relating to the work of or affecting the operations of the Comptroller's Office. This includes issues relating to litigation, the City's public pension funds and their investments, municipal finance, City contracts, accounting practices and disclosures, agency audits, settlements of claims brought on behalf of and against the City, prevailing wages on City projects, employee discipline, records access, public policy, and proposed federal, state, and local legislation. The Office of General Counsel works closely with all of the divisions within the Comptroller's Office and interacts with many City agencies, including the New York City Law Department.

Under the general supervision of the General Counsel, with significant latitude for the exercise of independent judgment, this attorney will serve as Deputy General Counsel and as the agency's Ethics Officer and Disciplinary Trial Advocate. Legal and supervisory responsibilities may include, but are not limited to, the following:

- Advising the General Counsel and making recommendations concerning all disciplinary matters, labor and employment-law related matters (including EEO issues), and ethics and conflicts-of-interest issues;
- Drafting formal, thoroughly researched legal memoranda and opinions on a variety of employment, ethics and related issues;
- Supervising a Disciplinary Investigator and planning and directing investigations of employee disciplinary matters, drafting charges and representing the Comptroller's Office at various levels of the disciplinary/arbitration process including informal conferences;
- Researching and preparing cases for trial and litigating them before OATH, OLR and/or the Civil Service Commission. Assisting OLR in preparing disciplinary cases for arbitration;
- As the agency's Ethics Officer, overseeing agency compliance with COIB rules and applicable agency rules and procedures. Liaise with COIB on joint investigations;
- Training new and current employees regarding their ethical responsibilities as public servants;
- Developing, drafting and updating agency-wide personnel policies and procedures related to employee conduct and risk management. Working with the Comptroller's Office Bureau of Administration, review and update employee handbook on annual basis;

- Addressing personnel compliance and risk issues, including development of best practices;
  - Serving as acting records access officer for Freedom of Information Law (FOIL) matters, as needed; and performing other duties and special projects as assigned.
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### **MINIMUM QUALIFICATION REQUIREMENTS**

Admission to the New York State Bar; and eight (8) or more years of full-time relevant legal experience subsequent to admission to any bar, eighteen months of which must be in the supervision of other attorneys or paralegal teams in an administrative, litigation management, or other managerial or executive capacity, or performing highly complex and significant legal work.

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

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### **PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS**

- Familiarity with labor and employment law, knowledge of City Charter Chapter 68, knowledge of New York State Civil Service Law;
  - Ability to work under pressure in a fast-paced environment, both alone and collaboratively, with excellent interpersonal and time-management skills;
  - Trial advocacy experience expected;
  - Exceptional oral communication and writing skills; demonstrated ability to analyze and communicate complex legal issues to various audiences.
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**TO APPLY, GO TO:** Employment Opportunities at [www.comptroller.nyc.gov](http://www.comptroller.nyc.gov)

**Certain residency requirements may apply.** We appreciate every applicant's interest; however, only those under consideration will be contacted.

Note: Vacancy notices listed as "Until Filled" will be posted for at least five work days.

<b>POSTING DATE:</b> May 16, 2016	<b>POST UNTIL:</b> Until Filled	<b>JVN:</b> 015/016/082
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**The NYC Comptroller's Office is an Equal Opportunity Employer**