

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Investigative Attorney
Salary:	\$66,326 – \$80,000
Bureau/Division:	Audit / Research and Investigations
Period:	May 12, 2017 – Until Filled

JOB DESCRIPTION

The Research and Investigations Unit (“R&I”) of the Bureau of Audit investigates and analyzes City-funded operations in accordance with the New York City Charter. R&I is seeking an exceptional candidate for an Investigative Attorney position who is capable of exercising independent judgment and maintaining confidentiality of sensitive information; demonstrate strong communication and organizational skills; and have the ability to take initiative and work collaboratively.

The Investigative Attorney will work with teams of analysts, auditors, and forensic experts conducting investigations relating to City finances, contracts, funds, and potential fraud and wrongdoing that have significant investigatory, procedural or policy consequences. The ideal candidate must be able to thrive in a busy work environment that requires coordination of multiple activities and the judgment and flexibility to multitask and, with guidance, set priorities.

Under the direction of the Director of Research and Investigations, the Investigative Attorney’s job duties and responsibilities include, but are not limited to the following:

- Work with various databases and software to perform investigative, legal, and other types of analyses;
- Draft written memoranda and reports based on findings developed during the course of an investigation;
- Provide legal advice to and conduct research for R&I concerning relevant legal issues and procedures;
- Draft legal documents, including but not limited to confidentiality agreements, requests for information, and subpoenas;
- Conduct witness interviews, including under oath;
- Liaise between the Audit Bureau and Counsel’s Office on FOIL issues; and
- Perform other related assignments and assist Audit teams as needed.

MINIMUM QUALIFICATION REQUIREMENTS

Admission to the New York State Bar and two (2) or more years of satisfactory United States legal experience subsequent to admission to any state bar in the areas of law related to the assignment.

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

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Demonstrated prosecutorial or investigatory experience, including collection and analysis of large amounts of data and interviewing witnesses;
- Basic understanding of New York City's governing structure and agencies;
- Excellent interpersonal, organizational and oral and written communication skills;
- Ability to work independently and in groups in a fast-paced environment;
- Strong computer skills including Microsoft Word, Access, Outlook, Excel, PowerPoint and case management applications.

TO APPLY, GO TO: Employment Opportunities at 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.

POSTING DATE: May 12, 2017	POST UNTIL: Until Filled	JVN: 015/017/076
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