

## NYC OFFICE OF THE COMPTROLLER

### JOB VACANCY NOTICE

<b>Title:</b>	<b>Associate General Counsel</b>
<b>Salary:</b>	<b>\$90,000 – 115,000</b>
<b>Bureau/Division:</b>	<b>General Counsel</b>
<b>Period:</b>	<b>April 7, 2015 – Until Filled</b>

### JOB DESCRIPTION

The Office of General Counsel is responsible for handling all legal matters implicated in the work of the Comptroller—the City’s independent and chief fiscal watchdog. OGC addresses a myriad of issues, including: compliance and risk management, litigation strategy, municipal finance and pension investment transactions and disclosures, agency audits, settlements of claims brought on behalf of and against the City, 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 with various City agencies.

Under the direction of the General Counsel/Deputy General Counsels, responsibilities may include, but are not limited to, the following:

- Perform legal research, draft memoranda, and provide legal advice to all of the divisions within the agency, including the Bureau of Contract Administration, Bureau of Asset Management, the Bureau of Labor Law, the Bureau of Accountancy, Audit Bureau, and the Executive and Policy Divisions;
- Manage litigation, discovery requests, and document retention issues;
- Advise on Procurement Policy Board rules and government contract rules. Draft and review requests for proposals (RFPs) and contracts as needed;
- Review and analyze reports and recommendations in prevailing wage cases brought before the Office of Administrative Trials and Hearings (OATH);
- Act as records access appeals officer for Freedom of Information Law (FOIL) matters;
- Address compliance and risk issues, including development of best practices;
- Handle matters relating to New York civil service law and Chapter 68 of the City Charter, which addresses conflicts of interest issues;
- Perform other related assignments and special projects as required.

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### MINIMUM QUALIFICATION REQUIREMENTS

Admission to the New York State Bar; and four (4) or more years of full-time responsible, relevant, legal experience performing highly complex and significant legal work subsequent to admission to any bar.

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

- Excellent writing, research, and interpersonal skills;
  - Ability to think creatively and critically, solve problems, and multi-task efficiently.
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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. Vacancy notices listed as "Until Filled" will be posted for at least five work days.

<b>POSTING DATE:</b> April 7, 2015	<b>POST UNTIL:</b> Until Filled	<b>JVN:</b> 015/015/059
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**The NYC Comptroller's Office is an Equal Opportunity Employer**