

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Deputy General Counsel (Ethics Officer / Disciplinary Trial Advocate)
Salary:	\$120,000 - \$140,000
Bureau/Division:	General Counsel
Period:	February 2, 2018– Until Filled

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 and works closely with all of the divisions within the 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:

- Providing legal counsel and making recommendations to the General Counsel concerning employee discipline, labor and employment law (including EEO), and ethics and conflicts of interest issues;
- Drafting formal, thoroughly researched legal memoranda on a variety of employment, ethics, and related legal issues; advising and assisting with developing, drafting, and updating agency personnel policies and procedures and, working with the Comptroller's Office Bureau of Administration to review and update employee handbook on annual basis;
- As the agency's Ethics Officer, overseeing agency compliance with and advising staff on laws, rules, and regulations governing conflicts of interest and ethics in NYC government, including COIB and CFB regulations, N.Y. Rules of Professional Responsibility, and internal policies and procedures;
- Providing training to new and current employees regarding their ethical responsibilities as public servants;
- Evaluating pool counsel requests for conflicts waivers under the N.Y. Rules of Professional Responsibility;
- Advising and working with the Comptroller's Bureau of Asset Management and Chief Compliance Officer concerning the agency's personal trading policy and related issues;
- Overseeing internal investigations of allegations of employee misconduct, conflicts of interest, and special investigations. Supervising a Confidential Investigator in the performance of these duties;
- As the Disciplinary Trial Advocate, providing legal counsel on disciplinary action and represent the agency at all stages of employee disciplinary proceedings in accordance with NY Civil Service Law and union contracts, including litigating cases in trials before OATH;
- Investigating and responding to discrimination charges filed externally with the NYC Commission on Human Rights, NYS Division of Human Rights, and/or US EEOC. Liaising with the Law Department on employment-related litigation and providing support in such litigation;

- Identifying and assessing legal risks and opportunities within the employment and ethics areas and advising accordingly to mitigate liability, including development of best practices;
- Supervising the staff engaged in vetting persons and entities for conflicts of interest, risk, and related issues;
- Performing other special projects, as assigned.

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, investigators, or paralegal teams in an administrative, litigation management, or other managerial or executive capacity, or performing highly complex and significant legal work, **including in the nature of what is listed in the bulleted list of the above job description.**

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

Note: Cover letter should specifically address the preferred skills described in bullets one and two below.

- Familiarity with labor and employment law, knowledge of City Charter Chapter 68, knowledge of New York State Civil Service Law;
- Experience examining and cross-examining witnesses in hearings or trials before administrative tribunals or in state or federal court;
- Ability to work under pressure in a fast-paced environment, both alone and collaboratively, with excellent interpersonal, conflict-management, and time-management skills;
- Demonstrated experience in situations requiring the utmost discretion and confidentiality;
- Exceptional oral communication and writing skills; demonstrated ability to analyze and communicate complex legal issues to various audiences.

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: February 2, 2018	POST UNTIL: Until Filled	JVN: 015/018/049
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The NYC Comptroller's Office is an Equal Opportunity Employer