

## **NYC OFFICE OF THE COMPTROLLER**

### **JOB VACANCY NOTICE**

<b>Title:</b>	<b>Deputy General Counsel</b>
<b>Salary:</b>	<b>\$135,000 - \$155,000</b>
<b>Bureau/Division:</b>	<b>General Counsel</b>
<b>Period:</b>	<b>December 5, 2017 – Until Filled</b>

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### **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 five public pension systems 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 (OGC) 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 supporting the Comptroller's Bureau of Asset Management (BAM), which is responsible for oversight of the investment portfolios of the New York City Retirement Systems (Systems). This over \$185 billion total portfolio is managed primarily by external investment managers and is largely invested in publicly-traded securities with additional allocations to private equity, real assets, hedge funds, and opportunistic fixed income investments.

Legal and supervisory responsibilities may include, but are not limited to, the following:

- Negotiate, draft, and review a variety of transactional agreements, disclosure documents, non-disclosure agreements, subscription agreements, side letters, and investment management agreements;
- Supervise and coordinate with outside counsel on transactions, investment activity, and litigating and negotiating settlements in securities litigation matters;
- Work closely with other members of OGC and other BAM control functions (e.g., Compliance, Risk) to identify and resolve issues, including development and execution of internal policies and procedures;
- Review of Public Pensions Systems' board and internal governance materials;
- Provide legal counsel on a wide range of legal and regulatory matters as they relate to pensions transactions, private limited partnerships, disclosure documents, conflicts of interest and prohibited conduct, corporate governance strategies (including proxy access), and BAM's day-to-day operations; and,
- Perform related assignments and special projects as may be required.

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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, transactional, or other managerial or executive capacity, or performing highly complex and significant legal work, including in the nature of what is listed in the above bulleted list.

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

- Securities litigation and/or public finance experience, including interfacing with regulators.
  - High-stakes litigation experience that informs strategic approach to negotiating transactions and drafting complex contracts.
  - Experience with private limited partnership structures and negotiations.
  - Demonstrated conflict management and negotiating skills.
  - Ability to work under pressure in a fast-paced environment, both alone and collaboratively, with excellent interpersonal and time-management skills.
  - Excellent organizational skills and demonstrated project-management skills managing a large portfolio involving numerous personnel within and without an organization.
  - 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)

The selected candidate will be subject to the financial disclosure requirements of the office's Personal Trading Policy.

**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> December 5, 2017	<b>POST UNTIL:</b> Until Filled	<b>JVN:</b> 015/018/030
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**The NYC Comptroller's Office is an Equal Opportunity Employer**