Civil Service Title: Agency Attorney

Title Code No: B0087

Office Title: Special Counsel

Division/Work Unit: SCI

Level: 4

Salary: $90,093 - $105,702

Work location: 80 Maiden Lane

Number of Positions: 1

Job Vacancy Notice

City of New York
OFFICE OF THE SPECIAL COMMISSIONER OF INVESTIGATION
FOR THE NEW YORK CITY SCHOOL DISTRICT

Job Description

The Office of the Special Commissioner of Investigation for the New York City School District (“SCI”) has broad authority to investigate wrongdoing by employees, contractors, and vendors doing business with the New York City Department of Education ("DOE") - the nation’s largest school district enrolling more than 1.1 million students, and employing approximately 140,000 staff located in over 1,800 facilities. SCI performs highly confidential and sensitive investigations and studies concerning the corruption, misconduct, or other illegal, unethical or improper activities both within and outside of the DOE, and seeks to develop and implement plans and programs to control and prevent such corruption, misconduct or other illegal, unethical or improper practices. The office also serves as the Inspector General for the Teachers’ Retirement System of the City of New York and the New York City Board of Education Retirement System.

SCI is seeking an experienced, self-motivated attorney to work within this fast-paced environment. Under the direct supervision of the First Deputy Commissioner, the successful candidate will have latitude for independent decision-making and providing recommendations for appropriate action to prevent and avoid future corruption hazards. The Special Counsel will supervise, and conduct assigned investigations and provide legal guidance for investigators. The responsibilities include, but are not limited to: planning and directing confidential multifaceted investigations and reviews of DOE programs and operations; reviewing investigative memoranda to determine completeness and accuracy; drafting SCI investigative reports, subpoenas, other legal documents; research and analyzing documents related to investigations and determine governing rules and applicable laws; conduct witness interviews; making policy and procedure recommendations to the DOE; to work jointly with various prosecutors’ offices and investigative agencies; and complete various other government agency legal requirements.

*As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

THOSE HIRED BY SCI ARE DOE SALARIED EMPLOYEES AND NYC RESIDENCY IS NOT REQUIRED.

Qualification Requirements

1. Graduate from an accredited law school.
2. Admission to the New York State Bar and minimum of 5 years of full-time legal/investigative experience including the supervision of investigations or reviews and the preparation of reports relating thereto.
3. Highest professional and ethical standards.
4. Incumbents must remain members of the New York State Bar in good standing for the duration of their employment at SCI.

Preferred Skills

1. Substantial legal experience, preferably between 6-15 years, to include: litigation, investigative, advisory, or law enforcement experience, preferably with a prosecutor’s office, law enforcement agency, or comparable legal experience.
2. A broad range of criminal investigative experience including, but not limited to, public corruption, fraud, or financial crimes; experience in a Rackets or Appeals Unit and familiarity with the new criminal justice reforms a plus.
3. Outstanding writing skills with prior investigative report writing, appeals brief writing, and prior proofreading experience.
4. Experience with NYC government and agency operations, and policies and procedures of the City of New York; familiarity with New York State and Federal regulations related to investigative processes and legal requirements.
5. Strong legal research and analytical skills with prior public policy experience.
6. Proficiency with MS Office Suite and experience with multiple databases and software products.
7. Ability to work both independently and collaboratively with various outside agencies and offices.
8. Exceptional organizational abilities.
9. Ability to work well with all levels of staff and management.
10. Possess excellent verbal and written communication skills.
11. Strong interpersonal skills.
12. Excellent judgment.

To Apply:

Visit our website at Employment – The Special Commissioner (nycsci.org) and follow the steps in the “APPLY ONLINE” section to submit your application. Please do not email, mail, or fax your resume to SCI directly. Submissions of applications does not guarantee an interview. Due to the high volume of applications SCI receives for positions, only selected candidates will be contacted.

Appointments are subject to Office of Management & Budget approval for budgeted headcount.

Post Date: January 20, 2022

SCI is an equal opportunity employer and is strongly committed to recruiting and retaining a diverse and inclusive talent pool, and providing a work environment that is free from discrimination and harassment based upon any legally protected status or characteristics.