

City of New York
THE SPECIAL COMMISSIONER OF INVESTIGATION
Job Vacancy Notice

Civil Service Title: Agency Attorney	Level: L1-2
Title Code No: B0087	Salary: \$65,955-\$98,563
Office Title: Examining Attorney	Work location: 80 Maiden Lane, New York, NY
Division/Work Unit: SCI	Number of Positions: 1

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 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 direct supervision of the Special Commissioner and her first deputy, with latitude for independent decision-making, the Examining Attorney will supervise and perform complex legal activity, while also being responsible for providing counsel regarding multifaceted criminal investigations. The Examining Attorney will be responsible for the preparation of cases involving state and local regulations and legal decisions currently being probed by the office. The Examining Attorney will be responsible for performing in-depth research as well as the preparation of necessary legal drafts and documents as the result of investigations by this office. The Examining Attorney will engage in interviews of prospective witnesses, review reports of field investigations, and help make determinations as to the completeness or adequacy of investigative reports. The Examining Attorney will also be responsible for providing advice and counsel on legal aspects of enforcement and administration of relevant rules, laws and regulations, and will prepare reports on findings of investigations, and make recommendations for appropriate actions.

Those hired by SCI are DOE salaried employees.

Qualification Requirements

1. Graduate from an accredited law school.
2. Admission to the New York State Bar and recent full-time responsible, relevant, satisfactory legal experience subsequent to admission to any bar, experience in performing complex and significant legal work.
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, including litigation, investigative, advisory, legal or law enforcement experience, preferably at a prosecutor’s office or a law enforcement agency, or comparable legal experience.
2. A broad range of criminal investigative experience, including, but not limited to, crimes involving theft, fraud, assault, and sexual assault. In-house legal experience with a government agency is a plus.
3. Experience with, or knowledge of, NYC government operations, policies and procedures, and the agencies of the City of New York; familiarity with New York State and Federal regulations related to investigative processes.
4. Investigative and/or policy-related skills.
5. Strong legal research and analytical skills.
6. Ability to work both independently and collaboratively with co-workers.
7. Exceptional organizational abilities.
8. Ability to work well with all levels of staff and management
9. Possess excellent verbal and written communication skills.
10. Strong interpersonal skills.
11. Excellent judgment.

To Apply:

Send resumes, cover letters, and writing samples electronically to applicant@nycsci.org. Please do not email, mail or fax your resume to SCI directly. Submissions of resumes does not guarantee an interview. Due to the high volume of resumes SCI receives for positions, only selected candidates will be contacted.

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

Post Date: 11/9/2018

The City of New York is an equal opportunity employer and is strongly committed to a policy of non-discrimination. We are committed to recruiting a diverse and inclusive talent pool.