

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

Civil Service Title: Agency Attorney	Level: 4
Title Code No: B0087	Salary: \$94,146 - \$129,954
Office Title: Special Counsel	Work location: 80 Maiden Lane
Division/Work Unit: SCI	Number of Positions: multiple openings

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 the direct supervision of the First Deputy Commissioner and Investigative Unit, 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: planning and directing confidential multifaceted investigations and reviews of DOE programs and operations; reviewing investigative memoranda to determine completeness and adequacy; research and analyzing documents related to investigations and determine governing rules and applicable laws; conduct witness interviews; drafting SCI investigative reports, subpoenas, other legal documents and assisting others with proofreading, cite checking, and editing as a highly proficient and experienced writer; ability to work with various prosecutors’ offices and investigative agencies; and continuously be informed/familiar with the new criminal justice reforms.

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 8-15 years, to include: 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, preferable including, but not limited to, crimes involving public corruption, fraud, or financial crimes; preferably experience in a Rackets or Appeals Unit and familiarity with the new criminal justice reforms.
3. Experience with 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. Prior Investigative Report Writing experience, appeals brief writing, with prior proof reading experience.
5. Strong legal research and analytical skills with prior public policy experience.
6. Proficiency with MS Office 2013 Suite and experience with multiple databases; ability to identify and evaluate software packages to enhance operations.
7. Ability to work both independently and collaboratively with various investigators and prosecutors’ 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:

Send resumes, cover letters, and writing samples electronically to applicant@nycsci.org and indicate “**SpecialCounsel022020**” in the subject line of the email. 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: 02/24/2020

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.