

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

Civil Service Title: Executive Agency Attorney	Level: G4
Title Code No: 95005	Salary: \$ 94,146 - \$135,000
Office Title: Senior Legal Counsel	Work location: 80 Maiden Lane, NY, NY 10038
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. SCI performs highly confidential and sensitive investigations and studies concerning 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 illegal 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 attorney to serve as Senior Legal Counsel. The successful candidate will serve as the office EEO Officer reporting directly to the Special Commissioner and be responsible for evaluating and responding to EEO complaints and reasonable accommodation requests; lead internal EEO investigations, including: interviewing witnesses, gathering relevant supporting documents, recommending resolutions or, when necessary, penalties; ensure agency compliance with the submission of annual and quarterly EEO/Diversity & Inclusion plans and reports; deliver the City’s computer based EEO and Diversity, Equity & Inclusion trainings and conduct orientation sessions and workshops for staff; and ensure agency compliance with required training and that training materials are routinely updated to reflect any changes in the law.

The successful candidate will, under the direct supervision of the First Deputy Commissioner, serve as the Internal Inspector General, agency Privacy Officer, and agency Chief Records Officer; will lead or assist in responding to subpoenas and requests from other government agencies; coordinate with appropriate administrators regarding records retention matters; assist with agency compliance and reporting requirements; provide recommendations for appropriate actions to prevent and avoid future corruption hazards; and other legal work as assigned.

The successful candidate will serve as office liaison with relevant external agencies, including: the DOE, NYC Conflicts of Interest Board, Corporation Counsel, local law enforcement agencies, DORIS, and DCAS, among others.

The successful candidate will have latitude for independent decision-making and the opportunity to provide recommendations for appropriate actions to prevent and avoid future corruption hazards. The attorney 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, and other legal documents; research and analyzing documents related to investigations to determine governing regulations and applicable laws; conducting witness interviews; making policy and procedure recommendations to the DOE; and working jointly with various prosecutors’ offices and other investigative agencies.

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

***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.**

Qualification Requirements

1. Juris Doctor (J.D.) degree from an accredited law school;
2. Admission to the New York State Bar with a minimum of eight 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 a member of the New York State Bar in good standing for the duration of their employment at SCI.

Preferred Skills

1. Experience with human resource and EEO issues; familiar with New York City’s EEO policy and operations;
2. Experience with city government and agency operations, policies and procedures of the City of New York, and familiarity with New York State and Federal regulations related to investigative processes and legal requirements;
3. A significant number of years of experience (10 or more years of experience preferred) as a practicing lawyer, to include: employment litigation or civil practice, investigative, criminal law, advisory, etc. or comparable legal experience;
4. Outstanding writing skills with prior investigative report writing, appeals brief writing, and prior proofreading experience;
5. Strong legal research and analytical skills – prior public policy experience a plus;
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. Strong interpersonal skills and excellent judgment.

To Apply:

Visit our website at <https://www.nycsci.org/employment/> and follow the steps in the “APPLY ONLINE” section. 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 received, only selected candidates will be contacted. Appointments are subject to Office of Management & Budget approval for budgeted headcount.

Post Date: August 4, 2022