

**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: \$94,246 - \$108,000
Office Title: Special Counsel	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. SCI performs highly confidential and sensitive investigations 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 prevent such 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.

Under the direct supervision of the First Deputy Commissioner, the successful candidate will have great latitude for independent decision-making and will provide recommendations for appropriate action to prevent future corruption hazards. The successful candidate 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 to determine governing rules 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.

***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 five 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 (six or more years of experience preferred), 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 units, and familiarity with the recent 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. Knowledge of regulatory compliance a plus.
6. Strong legal research and analytical skills with prior public policy experience.
7. Proficiency with MS Office Suite and experience with multiple databases and software products.
8. Ability to work both independently and collaboratively with various outside agencies and offices.
9. Exceptional organizational abilities.
10. Ability to work well with all levels of staff and management.
11. Possess excellent verbal and written communication skills.
12. Excellent judgment.

To Apply:

Visit our website at [Employment – The Special Commissioner \(nycsci.org\)](https://www.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 23, 2023

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.