

**City of New York
DEPARTMENT OF INVESTIGATION
Job Vacancy Notice**

Civil Service Title: Examining Attorney	Level: 00
Title Code No: 30119	Salary: \$70,000.00 - \$87,000.00
Office Title: Assistant Counsel	Work location: 80 Maiden Lane
Division/Work Unit: OIG-NYPD	Number of Positions: 1

Job Description

The New York City Department of Investigation (“DOI”) is one of the oldest law enforcement agencies in the country with a mission of combating municipal corruption. It serves the people of New York City by acting as an independent and nonpartisan watchdog for New York City government, City agencies, and City employees, vendors with City contracts, individuals and entities that receive City funds.

The Department of Investigation's Office of the Inspector General for the New York City Police Department (“Office” or “OIG-NYPD”) is authorized to investigate, review, study, audit and make recommendations relating to the operations, policies, programs and practices of NYPD, with the goal of enhancing the effectiveness of NYPD, increasing public safety, protecting civil liberties and civil rights, and increasing the public's confidence in the police force.

OIG-NYPD is seeking an experienced, self-motivated attorney to work in OIG-NYPD's Legal Unit. The position offers an opportunity to work on cutting-edge issues of public concern in a high-profile environment.

The Assistant Counsel will provide legal support and guidance to OIG-NYPD on all substantive and operational aspects of the Office's work. The responsibilities of the Assistant Counsel will include: interpreting and advising on legal authority governing the Office's work; providing legal, risk management, and non-legal support to individual investigations and Office operations; researching, drafting, and reviewing legal memoranda, reports, correspondence, and related materials; reviewing and responding to external requests for information, including FOIL requests; updating OIG-NYPD staff on relevant legal developments; reviewing and advising on pending legislation; liaising with legal and non-legal representatives from NYPD and other government agencies; drafting, maintaining and enforcing internal policies and procedures; assisting the Office in other matters necessary to advance the work of OIG-NYPD. In addition to legal work, the Assistant Counsel will participate in (and lead, where appropriate) OIG-NYPD investigations. The Assistant Counsel will also assist with the supervision of legal interns. The Assistant Counsel will report primarily to the OIG-NYPD Deputy Inspector General.

Qualification Requirements

Admission to the New York State Bar and three years of recent full-time responsible, relevant, satisfactory legal experience subsequent to admission to any bar, eighteen months of which must have been performing highly complex and significant legal work.

Graduate from an accredited law school.

Highest professional and ethical standards.

Incumbents must remain Members of the New York State Bar in good standing for the duration of their employment at DOI.

Preferred Skills

- Substantial legal experience, including litigation, investigative, advisory, or comparable legal experience. In-house legal experience with a government agency is a plus.
- Familiarity with issues related to police accountability, criminal justice, civil rights, law enforcement, and/or New York City agencies.
- Investigative and/or policy-related skills.
- Ability to work both independently and collaboratively with various stakeholders.
- High tolerance for flexibility and addressing unforeseen challenges.
- Exceptional organizational abilities and writing skills.
- Strong legal research and analytical skills.
- Strong interpersonal skills.
- Excellent judgment.

To Apply:

All current City Employees may apply by going to Employee Self Service (ESS) <http://cityshare/ess> Click on Recruiting Activities/Careers and Search for the specific Job ID# 321339.

All other applicants, please go to www.nyc.gov/career/search and search for the specific Job ID# 321339.

Please do not email, mail or fax your resume to DOI directly. Submissions of resumes does not guarantee an interview. Due to the high volume of resumes DOI receives for positions, only selected candidates will be contacted.

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for two continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

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

Post Date: 2/1/18

Post Until: 6/1/18

JVN: 032-2017- 321339

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.