

**NYC OFFICE OF THE COMPTROLLER**

**JOB VACANCY NOTICE**

|                         |  |
|-------------------------|--|
| <b>Title:</b>           | <b>First Deputy General Counsel</b>          |
| <b>Salary:</b>          | <b>\$165,000 - \$180,000</b>                 |
| <b>Bureau/Division:</b> | <b>Office of the General Counsel</b>         |
| <b>Period:</b>          | <b>November 30, 2020 – December 21, 2020</b> |

**JOB DESCRIPTION**

The Office of General Counsel is responsible for all legal matters relating to the work of or affecting the operations of the Comptroller's Office. This includes issues relating to procurement rules and City contracts; accounting practices and disclosures; settlement of claims brought on behalf of and against the City; prevailing wages on City projects; records access; public policy; proposed federal, state, and local legislation; and transactions for the five New York City Retirement Systems (Systems) and their public market, private market and real estate investments. The Office of the General Counsel (OGC) interacts with numerous city agencies, including the New York City Law Department, and works closely with all of the Bureaus within the Comptroller's Office.

The First Deputy General Counsel will report to the General Counsel and help lead OGC. Responsibilities include, but are not limited to, the following:

- Provides general oversight and management of OGC. Acts as first point of contact for agency staff's legal questions, delegating assignments to other OGC attorneys as necessary. Oversees Deputy and Associate General Counsels on a wide range of legal issues, consulting with subject matter experts and escalating issues to General Counsel as appropriate;
- Provides Bureau-specific legal support and counseling; coordinates with the New York City Law Department on document holds, discovery requests, and litigation strategy;
- Collaborates with the Bureau of Law and Adjustment on the settlement of claims brought on behalf of and against the City of New York;
- Supervises OGC team responsible for responding to FOIL requests and press questions. Acts as liaison to press staff for legal and other risk issues. Assists in reviewing and crafting statements where legal issues are raised;
- Works with Policy team on major initiatives and reports to assess regulatory environment, flag critical legal issues, and resolve jurisdictional questions;
- Advises Bureau of Public Affairs on how to address or direct constituent questions concerning matters of a legal or sensitive nature;
- Advises the Bureau of Asset Management's Chief Compliance Office on ethics/compliance issues including outside events and personal trading, reviews Due Diligence Questionnaires and other disclosure forms on request, and addresses any other select legal-compliance issues that arise from time to time as well as issues relating to the Trustee role, and assisting with data requests and other information related to litigation strategy;
- Consults with and advise Bureau of Information Systems & Technology (BIST) on a wide range of ad hoc IT legal issues, such as new initiatives on data protection and contracting matters; and,
- Perform other related assignments and special projects as may be required.

---

## MINIMUM QUALIFICATION REQUIREMENTS

Admission to the New York State Bar and eight (8) or more years of progressively responsible legal experience with a mix of transactional, counseling, and litigation experience in highly complex settings/organizations; eighteen (18) months of which must be in the supervision of other attorneys, investigators, or paralegal teams in an administrative, litigation management, or other managerial or executive capacity, or performing highly complex and significant legal work.

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

---

## PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Clearly demonstrated extensive hands-on litigation experience;
  - Ability to analyze and communicate complex legal issues to various audiences;
  - Strong people skills and leadership/supervisory skills;
  - Demonstrated commitment to public service and strong work ethic;
  - Experience with City contracts (including the procurement, award and approval of such contracts);
  - Experience with conducting investigations;
  - Exceptional organization skills and attention to detail; and,
  - Exceptional oral communication and writing skills, including Microsoft Office Suite proficiency.
- 

**TO APPLY, GO TO:** Employment Opportunities at [www.comptroller.nyc.gov](http://www.comptroller.nyc.gov)

The selected candidate will be subject to the financial disclosure requirements and the office's Personal Trading Policy.

**Certain residency requirements may apply.** We appreciate every applicant's interest; however, only those under consideration will be contacted.

**Note:** Vacancy notices listed as "Until Filled" will be posted for at least five work days.

|   |   |                            |
|---|---|----------------------------|
| <b>POSTING DATE:</b><br>November 30, 2020 | <b>POST UNTIL:</b><br>December 21, 2020 | <b>JVN:</b><br>015/021/011 |
|---|---|----------------------------|

**The NYC Comptroller's Office is an Equal Opportunity Employer**