



New York City Employees' Retirement System Job Vacancy Notice **CITYWIDE**

Civil Service Title: Executive Agency Counsel

Title Code: 95005

Business Title: Deputy General Counsel

Salary: \$130,000-\$175,000 (Annual)

Division: Legal

Job Description:

The New York City Employees' Retirement System seeks a Deputy General Counsel. The successful candidate for this position will join a dynamic team of attorneys and support staff. Their direct responsibilities will be to independently and efficiently run the day-to-day operations of the Legal Division. Additionally, the Deputy will collaborate with and support the General Counsel and fill in for the General Counsel when needed. This position is responsible for directly supervising four members of the Legal Team and, working with other Legal Division supervisors and staff, independently problem solve and troubleshoot. Responsibilities of the position include researching and utilizing applicable laws including, but not limited to, New York City Administrative Code, New York State Retirement and Social Security Law, New York State Civil Service Law, New York State Open Meetings Law, and New York State General Municipal Law. The position will also be responsible for planning, directing and supervising disciplinary investigations utilizing agency standards of conduct, and other agency and city policies related to discipline. This position requires collaboration with NYCERS' business units to analyze questions and problem solve. The Deputy General Counsel must develop a sense for when issues are escalated to the General Counsel and when they can independently problem solve based on existing law.

Under direction of the General Counsel, the Deputy General Counsel will provide comprehensive counsel to staff on a variety of general administrative, legal, management, programmatic and procurement and contractual issues. The follow-up of delegated work must be very thorough. The Deputy General Counsel may represent the interests of the Agency in the most complex and significant cases, and/or draft important policy statements. They will oversee contracting and negotiations for the Legacy Replacement Project (modernization of NYCERS' pension administration system), and ensure that the design incorporates legal requirements. They will also analyze legal documents, including domestic relations orders, powers of attorney, guardianship papers, letters of administration, and letters testamentary. They will write memoranda and correspondence relating to complex questions of law, and prepare and represent NYCERS in complex administrative actions. Responsibilities also include providing ad hoc assistance on special legal projects at the direction of the General Counsel.

The Deputy General Counsel must be a collaborator and able to facilitate collaboration within the Legal Division and with other inter external stakeholders. The position requires confidence, independent action, initiative, a sense of urgency, the ability to make decisions, take responsibility for them, extreme attention to detail and a sense of humor. A well-suited candidate adapts quickly to changing conditions and works with the team to surface innovative solutions for issues.

Preferred skills:

- A minimum of ten years of experience as a practicing attorney.
- A minimum of 5 years of experience in supervision of other attorneys, preferably in a government setting.
- Knowledge of City government, pension laws, and Procurement Policy Board rules.
- Experience in reviewing legal documents for accuracy.
- Excellent legal writing skills.
- Proficiency in contract writing.
- Ability to recognize and adjust to change.
- Task-focus, with action-oriented collaboration.
- Knowledge of and proficiency with Lexis/Nexis.
- Impeccable attention to detail.
- An attuned ability to troubleshoot and problem solve.

- Compassion, patience and strong interpersonal skills.
- Strong ability to work under pressure.
- Flexibility to take on new tasks.
- Strong delegations skills

MINIMUM REQUIREMENTS ARE ATTACHED
NYCERS is an Equal Opportunity Employer.

Internal candidates must have been rated satisfactory or better on their last annual evaluation.

TO APPLY FOR CONSIDERATION, PLEASE FORWARD A COVER LETTER INDICATING POSTING NUMBER 009-23-0047 AND A COPY OF A CURRENT RESUME TO:

CITY EMPLOYEES: Employee Self Service (ESS). www.nyc.gov/ess. Search for Job ID# 574285

ALL OTHER APPLICANTS: www.nyc.gov/careers/search. Search for Job ID# 574285

DATED: 02/11/2023

POST UNTIL: Until Filled

NYCERS POSTING NUMBER: 009-23-0047



Minimum Qualification Requirements:

Admission to the New York State Bar; and four years of recent full-time responsible, relevant, satisfactory legal experience subsequent to admission to any bar, eighteen months of which must have been in the supervision of other attorneys, in an administrative, 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 this employment.

Note:

New York City Residency is not required for this position

Note:

This position is open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate on your resume or cover letter if you would like to be considered for the position under the 55-a Program.

Note:

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.