



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

Civil Service Title: Executive Agency Counsel, M-1

Salary: \$120,000 - \$140,000 (Annual)

Title Code: 95005

Division: Legal

Job Description:

The New York City Employees' Retirement System seeks an Executive Agency Counsel Level 1 who will work on a wide variety of tasks that fall under the purview of the Legal Division while supervising attorneys and non-attorney staff members. The successful candidate for this position will join a lean, dynamic Legal Team with direct responsibility for providing legal support to the General Counsel. The position will require a keen eye, steady focus and ability to manage multiple priorities while working on their own assignments and managing delegation of tasks to others, in the following areas:

- Review and validation of member-generated documents such as domestic relations orders, trusts, powers of attorney, guardianship papers, letters of administration, and letters testamentary.
- Communication, both in writing and by phone, with NYCERS clients regarding legal documents.
- Drafting complex contracts and amendments using various local, state and federal procurement vehicles.
- Reviewing End User License Agreements (EULAs) and Requests for Proposals (RFPs) for compliance with New York City Procurement Policy Board (PPB) Rules.
- Providing legal research and factual support to litigating attorneys in ongoing court cases and reviewing litigation papers.
- Assessing risk in current and possible future litigation and suggesting action to supervisors.
- Researching matters related to pension administration.
- Drafting correspondence and memoranda for internal and external audiences.
- Responding to internal information requests from other NYCERS divisions.
- Acting as a Legal liaison for the ongoing pension administration modernization project.
- Covering for the General Counsel and/or the Deputy General Counsel for internal and external meetings.
- Drafting policy and procedure documentation for NYCERS Business Staff.
- Collaborating to solve complex questions and issues brought to the Legal Division.
- Supervising 4-5 attorneys and support staff.

This position requires confidence, independent action, initiative, a sense of urgency, and the ability to make decisions and take responsibility for them. A well-suited candidate can react and adjust quickly to changing conditions and come up with practical ideas for dealing with them. Must be a collaborator with strong supervisory skills who is pragmatic and focused.

MINIMUM REQUIREMENTS ARE ATTACHED

New York City residency is required.

NYCERS is an Equal Opportunity Employer

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

TO APPLY FOR CONSIDERATION, PLEASE FORWARD A COVER LETTER INDICATING Job ID number 009-23-0060 AND A COPY OF A CURRENT RESUME TO:

CITY EMPLOYEES: Employee Self Service (ESS). www.nyc.gov/ess. Search for Job ID#: 579394

ALL OTHER APPLICANTS: www.nyc.gov/careers/search. Search for Job ID#: 579394

DATED: 03/16/2023

POST UNTIL: 03/26/2023

**NYCERS POSTING NUMBER:
009-23-0060**



Preferred Skills and Experience:

- Admitted and in good standing in the New York State Bar
- Prior government experience
- Prior public pension law experience
- Prior supervisory experience
- Knowledge of City government and Procurement Policy Board rules
- Experience in reviewing legal documents for accuracy
- Excellent attention to detail
- Excellent legal writing skills
- Ability to recognize and adjust to change
- Collaborative nature while remaining action-oriented
- Knowledge of the Freedom of Information Law
- Litigation experience

Minimum Qualification Requirements:

1. 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.
2. 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 generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 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.

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.