



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

**Civil Service Title:** Executive Agency Counsel, M-5

**Salary:** \$130,000 - TBD (Annual)

**Title Code:** 95005

**Division:** Legal

### **Job Description:**

The New York City Employees' Retirement System is seeking a Deputy General Counsel. The successful candidate for this position will join a lean, dynamic legal team with direct responsibility for providing legal support to the General Counsel. This position is responsible for mentoring and managing members of the Legal Team. Will plan, direct and supervise disciplinary investigations and research utilizing the New York State Civil Service Law, agency standards of conduct, and other agency and city policies relation to discipline.

Under direction of the General Counsel, reviews legal documents, including domestic relations orders, powers of attorney, guardianship papers, letters of administration, and letters testamentary. Writes memorandum and correspondence responding to complex questions of law. Prepares and represents NYCERS in complex administrative actions responsibilities also include providing ad hoc assistance on special legal projects as they arise and at the direction of the General Counsel, including providing comprehensive day-to-day legal counsel to staff on a variety of general management, programmatic and contractual issues. Follow-up of delegated work must be very thorough. May represent the interest of the Agency in the most complex and significant cases, and/ or drafts the most important policy statements and complex legislation.

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 condition and come up with practical ideas for dealing with them.

### **Preferred Skills and Experience:**

- A minimum of five (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 tract writing.
- Ability to recognize and adjust to change.
- Task-focus, with some action-oriented collaboration.
- Knowledge of and proficiency with Lexis/Nexis.

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.**

**DATED:** 01/07/2019

**POST UNTIL:** Until Filled

**NYCERS POSTING NUMBER:**  
**009-19-0047**



**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.

**TO APPLY FOR CONSIDERATION, PLEASE FORWARD A COVER LETTER INDICATING Job ID number 009-19-0047 AND A COPY OF A CURRENT RESUME TO:**

**CITY EMPLOYEES: Employee Self Service (ESS). [www.nyc.gov/ess](http://www.nyc.gov/ess). Search for Job ID#: 379093**

**ALL OTHER APPLICANTS: [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search). Search for Job ID#: 379093**

**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.

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