

City of New York
DEPARTMENT OF INVESTIGATION
Job Vacancy Notice

Civil Service Title: Examining Attorney	Level: 00
Title Code No: 30119	Salary: \$75,000.00 - \$86,000.00
Office Title: Senior Investigative Attorney	Work location: 180 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 a Senior Investigative Attorney to conduct confidential and sensitive investigations into the operations, policies, programs, and systemic practices of the NYPD. Investigations may involve review of police reports and related documentation; interviews with members of the public and law enforcement professionals; gathering and analysis of evidence; and other tactics.

The responsibilities of the Senior Investigative Attorney include: researching, drafting, and reviewing legal memoranda, reports, interagency agreements, and related materials; providing legal and non-legal support in connection with investigative matters and policy reviews; including critically analyzing problems and deficiencies relating to complex police operations and prepare well-organized, thorough written investigative reports and sections of OIG-NYPD's public written reports; reviewing and responding to external requests for information, including Freedom of Information Law (FOIL) and discovery requests; advising and updating OIG-NYPD staff on agency policies, citywide policies, and relevant legal developments and legislation; drafting, maintaining, and enforcing internal policies and procedures; developing and presenting training for the office; and supervising legal interns. Beyond interacting with OIG-NYPD staff, the Senior Investigative Attorney will periodically work with legal and non-legal representatives within the Department of Investigation. The Senior Investigator will report directly to the OIG-NYPD First Deputy Inspector General. The successful candidate will be conscientious, self-motivated, and a creative thinker who is able to perform effectively both independently and as part of a team.

If selected, the candidate will be fingerprinted and undergo a background investigation.

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 performing highly complex and significant legal work.
2. Graduate from an accredited law school and NYS Bar admission. Highest professional and ethical standards.
3. Incumbents must remain Members of the New York State Bar in good standing for the duration of their employment at DOI.

Preferred Skills

- Knowledge of, and demonstrated interest in, law enforcement, criminal justice, police accountability, and/or civil rights issues.
- A minimum of six (6) years of relevant legal experience in one or more of the following area(s): prosecution, litigation, arbitration, general or in-house counsel, legislative counsel, or administrative law.
- Experience working with both government agencies and members of the public.
- Excellent interpersonal skills, with an ability to communicate effectively with a variety of personnel at DOI, other law enforcement agencies, and officials at City agencies.
- High degree of professionalism, including ability to represent agency before senior City officials.
- Excellent research and writing skills, with particular ability to draft and edit detailed investigative reports, as well as policies and legal documents.
- Strong negotiation and analytical skills.
- Ability to manage multiple priorities and operate effectively in a fast-paced work environment.
- Ability to work with teams composed of investigators, attorneys, policy analysts, and data analysts, and to comprehend legal

and policy issues raised in connection with investigations.

- Effective problem-solving abilities and demonstrated sound judgment.
- Knowledge of Accurint, Lexis Nexis, and E-Justice.
- Working knowledge of Microsoft Office applications (Excel, Word, PowerPoint).
- Familiarity with New York City a plus.
- Valid New York State driver's license.

Additional Information

As a prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S. Department of Education's website at StudentAid.gov/PSLF.

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 #580509.

All other applicants, please go to www.nyc.gov/career/search and search for the specific Job ID #580509.

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: 03/25/2023

Post Until: 09/21/2023

JVN: 032-2023-580509

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.