



## Mayor's Office of Appointments

Position Title: Special Counsel  
Job ID Number 36132

### **About the Office:**

Serving approximately 8.4 million people, the government of New York City addresses some of the greatest urban challenges in the world. Within that government, the Mayor's Office of Appointments serves a critical role by providing talent recruitment and development support for the Administration's senior leadership. Additionally, MOA advises the Mayor choose candidates on the selection of candidates on over 200 boards and commissions vital to the operation and growth of the city.

### **About the Role:**

Reporting to the Senior Counsel & Director of Vetting of Mayor's Office of Appointments ("MOA"), the Special Counsel will be part of MOA's team of lawyers, conducting vetting for all city-wide mayoral appointments, and responding to MOA related legal inquiries.

- **Vetting:** Conduct and manage vetting at all levels to assess candidates' fitness to hold the public trust.
- **Communication:** Serve as an internal and external legal liaison, clearly, promptly, and cordially communicating timelines and expectations with both MOA colleagues and outside stakeholders.
- **Legal Research:** Conduct and delegate legal research and produce memoranda on legal, policy, and other topics related to the legal team's work.
- **City Council Advice and Consent:** Collaborate with the Boards & Commissions team, Director, Deputy Director, and other City Hall staff to guide candidates through the City Council advice and consent process, including but not limited to conducting research on salient issues affecting the board, commission, or agency the candidate will serve on.
- **General:** Analyzing and interpreting laws, court decisions, legal authorities, and other legal documents as needed. Ensuring compliance with conflict of interest and privacy rules. Responding to legal inquiries from MOA staff. Drafting official Mayor's Office letters and correspondence.

### **Qualifications:**

- A law degree from an ABA-accredited law school.
- Admission to or in the process of admission to the New York State Bar
- Minimum of two to three years of legal experience.
- Excellent communication, writing, analytical, and organizational skills.
- Flexibility to quickly shift work priorities to meet the demands of time-sensitive projects.

- Superb research skills with the ability to synthesize large amounts of information for presentation to stakeholders and principals, including the mayor.
- Strong problem solving skills and attention to detail.
- Ability to develop and execute a strategic plan to meet goals without significant oversight.
- Ability to complete work independently with broadly defined work objectives and limited review of overall results.
- Ability to exercise sound judgement and discretion and maintain the security of confidential documentation.
- An understanding of New York City's operational agencies and political environment is a plus.

**Salary Range:**

Commensurate with experience

**To Apply:**

Please send a copy of your resume, a cover letter, and three (3) references to [Candidate Application](#)

**New York City Residency Is Required Within 90 Days of Appointment**

**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.**

The Adams Administration values diversity — in backgrounds and in experiences that is reflective of the city it serves. Applicants of all backgrounds are strongly encouraged and welcomed to apply.

For current job opportunities in the NYC Mayor's Office visit the [Mayor's Office Job's Page](#)

If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to access job openings or apply for a job on this site as a result of your disability. You can request reasonable accommodations by contacting Human Resources at [HR@cityhall.nyc.gov](mailto:HR@cityhall.nyc.gov).

*As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.*