

The independent Nassau County Office of the Inspector General (OIG) is seeking applications from experienced attorneys for the new position of Investigative Counsel. OIG encourages all qualified persons to apply.

This is an at-will position.

Duties and Responsibilities:

The Investigative Counsel is responsible for conducting and supervising sensitive and confidential OIG investigations, inquiries, reviews, and other activities, especially those related to detection and prevention of potential fraud, corruption, misconduct, waste, abuse, whistleblower reprisal or other irregularities; assessing controls, and identifying opportunities for improvement in or affecting Nassau County government operations, programs, policies, practices, or funds; providing legal support and advice; and performing other related duties in furtherance of the mission and operations of the OIG.

The work of the Investigative Counsel may include designing investigative plans, determining documents and information to obtain; reviewing and analyzing data; conducting interviews of witnesses and subjects. The work may also include, but is not limited to; representing OIG; consulting with law enforcement officials, conducting legal research; analyzing evidence, laws, regulations and County policies; performing due diligence oversight activities concerning proposed County contract awards and business integrity of County vendors; drafting and enforcing compliance with OIG subpoenas; preparing responses to Freedom of Information Law (FOIL) requests; drafting, reviewing, and editing reports, memoranda and correspondence; interacting with the County Attorney's Office, County legislative counsel, and other stakeholders; performing other duties as assigned by the Inspector General or Deputy Inspector General/General Counsel.

Qualifications

Required Qualifications:

1. Graduate (J.D.) of a law school accredited by the American Bar Association.
2. Be admitted to the practice of law and an active member in good standing of the New York State bar.
3. Have at least 5 years of post-J.D. full-time legal experience.
4. Highest professional and ethical standards.

Preferred Skills:

1. Substantial legal experience, preferably at least 8 years, to include litigation, investigative, advisory, or law enforcement experience, preferably with a prosecutor's office, law enforcement or regulatory agency, in New York or the Federal government, or comparable legal experience.
2. A broad range of criminal investigative experience, including, but not limited to, public corruption, fraud, or financial crimes; experience in a Rackets or Appeals Unit.
3. Substantial investigative report writing and/or appeals brief writing, and prior editing or proofreading experience.
4. Experience in crafting clear, well-written reports for public/external issuance, containing findings of fact and recommendations for remedial action or improvements.
5. Strong legal research and analytical skills, with prior public policy experience.
6. Experience working with government agencies.
7. Experience with Nassau County or other New York government and agency operations, policies and procedures, especially with respect to procurement, contracting, capital construction or grants, and applicable New York state and Federal law, regulations and guidance related to procurement.
8. Experience in corporate or governmental compliance.
9. Experience in due diligence vetting or background investigations, particularly of business entities and their principals.
10. Experience in responding to Freedom of Information Law (FOIL) requests, such as serving as an Appeals Officer, Records Access Officer, and/or handling FOIL-related litigation.
11. Experience in drafting administrative subpoenas, and handling litigation to enforce subpoena compliance, particularly in a New York jurisdiction.
12. Possess excellent verbal and written communication skills, including competency expressing oneself orally in a manner that is clear, concise and understandable, eliciting facts during interviews of subjects and witnesses, and representing your agency/organization to other public agencies in a professional manner.
13. Ability to work both independently and collaboratively with various outside agencies and offices.
14. Ability to work well with all levels of staff and management. Strong interpersonal skills.
15. Exceptional organizational abilities.
16. Excellent judgment.

Application Process

Submit the following Required Documents:

1. A current resume showing relevant experience and education.
2. Pre-existing writing sample.
3. Documentation showing you are currently an active member in good standing of the New York State bar.

For consideration, please send resume and cover letter to: jobs@nassaucountyny.gov, with “IC” on subject line.

Nassau County Residency Preferred

EOE/MFDV

PERSONNEL CHOSEN FOR MERIT AND FITNESS WITHOUT REGARD TO RACE, RELIGION, SEX, AGE, NATIONAL ORIGIN, DISABILITY, MARITAL STATUS OR ANY OTHER NON-MERIT FACTOR.