

Job Announcement

May 8, 2014

**JOB TITLE:** Sr. Counsel, Corp., Ethics & Compliance      **LOCATION:** NYC  
**DEPARTMENT:** Legal

**BASIC FUNCTION:**

Broad-based corporate advice and representation, with an emphasis on ethics and compliance. Provide primary support for the General Counsel on all ethics matters. Partner with the ESD Compliance Officer to create and implement a comprehensive program of compliance for the Corporation. Identify, interpret and communicate legal requirements; develop agency-wide ethics training programs, policies, and guidelines using strong writing, communication and legal skills.

**WORK PERFORMED:**

- In addition to the ethics and compliance work noted above, represents ESD on all aspects of general corporate matters including the drafting, negotiation and/or review of diverse corporate documents, such as grant disbursement agreements, confidentiality agreements, public notices, asset purchase agreements, term sheets, memoranda of understanding, etc.
- Prepares disclosure and approval documentation for presentation to ESD Corporation Board of Directors.
- Drafts and reviews legislation and regulations and provides advice to ESDC with respect to proposed legislation that might affect ESD.
- Provides counsel and advice to various ESD departments.
- Supervises outside counsel and consultants for ESD.
- Represents ESD at Public Hearings.
- Initiates solutions to legal problems.

**EDUCATION & REQUIREMENTS:**

Education Level required: J. D. or LLB from accredited law school; admission to New York State Bar.  
Experience required: Minimum of 7 years of general legal experience; in-house, law firm (corporate), and/or prior governmental experience (economic development) desirable.  
Knowledge required: Must have strong writing, communication and legal skills.

**HIRING SALARY RATE:** Up to \$125,000, Commensurate with Experience

**INQUIRE:**

Rahshib Thomas, Sr. Human Resources Manager

**DEADLINE:** At least 2 weeks or until the position is filled.

**Internal Candidates:** COMPLETE A POSTING APPLICATION AND ATTACH A COPY OF RESUME

**External Candidates:** SEND RESUME TO: [Resumes@esd.ny.gov](mailto:Resumes@esd.ny.gov)

**AN EQUAL OPPORTUNITY EMPLOYER**