

**Office of the New York State Comptroller**  
**Legal Services Division**

***Associate Counsel***  
***Pension Investment Unit***  
***(2 Vacancies)***

The New York State Common Retirement Fund is the third largest public pension plan in the nation with an audited value as of March 31, 2017 of \$192.4 billion in assets held in trust for the retirement security of more than one million participants in the New York State and Local Retirement System. The assets are managed by the Division of Pension Investment and Cash Management of the Office of the State Comptroller.

The Office of the State Comptroller has two Associate Counsel Vacancies. Both Associate Counsel positions will work closely with investment staff on the negotiation and management of investments across all asset classes including public equity, fixed income, real estate, private equity, real assets, absolute return and opportunistic strategies. They will be involved in the negotiation and/or drafting of all substantive documents with respect to these investments and the review of legal matters arising in the management of the portfolio. In addition, one of these positions will have a strong focus on real estate investments.

**Duties**

- Draft and negotiate a variety of investment related contracts such as investment management agreements, advisor and consultant contracts and non-disclosure agreements
- Review, comment on, and work with outside counsel on the negotiation of the transaction agreements for alternative investments such as limited partnership agreements, subscription agreements and side letters; directly negotiate issues as necessary, jointly with investment staff or individually, particularly as it relates to side letter negotiations; ensure contract compliance with NYSCRF investment law and internal policies and procedures
- Advise on fiduciary, investment and policy restrictions or issues as they arise
- Review and advise on amendments, consents, major decision requests and other post-closing legal matters for existing investments
- Make post-closing most-favored-nation elections
- Provide advice on policies and procedures and various other portfolio matters; assist on special projects such as new investment initiatives and programs.

**Minimum Qualifications**

- NYS Bar admission required

**Preferred Qualifications**

- Significant investment management law experience, particularly in respect of alternative investments such as private equity, real estate, real assets, joint ventures, and their underlying investments **OR** Significant experience in commercial real estate transactions including acquisitions and sales, financing and leasing across a variety of commercial property types

- 5+ years of large corporate law firm and/or in-house experience
- Knowledge of fixed income and public equities investments
- Knowledge of corporate, partnership, securities, and ERISA generally
- Excellent drafting and negotiating skills
- Experience structuring bespoke investment transactions
- Ability to handle a large number of varied matters at one time
- Ability to work as part of a team with all levels of legal and investment staff
- Ability to communicate effectively with senior legal and business staff orally and in writing
- Ability to manage outside counsel in a cost-efficient manner
- Business orientation, working knowledge of finance and accounting a plus
- Demonstrated ability to work independently and exercise sound judgment

### **Salary & Benefits**

Salary: To be determined- based on experience

Generous Benefits package including health coverage, paid time off, retirement plan and work/life balance

### **To Apply**

Interested candidates should submit a clear, concise resume and cover letter stating how you meet the minimum and preferred qualifications to [recruit@osc.ny.gov](mailto:recruit@osc.ny.gov). Please reference item “#06891/06892-OSCEmp” in the subject line.

The Office of the NYS Comptroller is an Equal Opportunity Employer