

## **Assistant General Counsel (LAW) - Boston Retirement Board**

### **Overview:**

\*Provisional Appointment\*

The Boston Retirement System ("System") seeks to provide accurate, timely and consistent guidance and benefits to its members. The Assistant General Counsel provides legal advice and services to the Board of Trustees and staff regarding benefits, litigation, and investments.

### **Responsibilities:**

- Directly report to the General Counsel, Executive Officer and Board Trustees.
- Ensure legal compliance of the Board's benefits program. Provide legal advice and assistance as necessary.
- Ensure legal compliance of the Board's investments program. Provide legal advice and assistance as necessary.
- Attend disability review officer hearings as necessary.
- Prepare disability cases for Board presentation and elaborate, when necessary, at Board meetings.
- Participate in client outreach efforts as requested by the General Counsel or the Executive Officer.
- Communicate with members and their representatives as necessary.
- As directed by the General Counsel, litigate or supervise litigation by outside counsel for denied benefits claims and disputes at administrative agencies and courts.
- Help prepare and try cases and help supervise outside counsel in the preparation and trial of cases.
- Review, approve, and implement court orders and DOR/CSE orders in divorce and child support matters.
- Provide responses to Freedom of Information Act requests.
- Provide responses to subpoenas directed at the System.
- Help prepare for and attend Board meetings when required.
- Interpret and communicate rulings by the Public Employee Retirement Administration Commission (PERAC) and other regulatory agencies that affect the services provided by the Board to the managers and staff to help ensure compliance.
- Ensure member compliance with Section 91A (certify earnings by submitting W-2, 1099, etc.).
- Work on special projects at the discretion of the General Counsel and/or the Executive Officer.
- Identify opportunities for process improvement within the department including, but not limited to, ways to limit exposure and ensure compliance.
- Contribute to the documentation of best practices for the department.
- Perform related duties as required.

### Minimum Entrance Qualifications:

- Five (5) years of full-time, or equivalent part-time, professional practice in litigation, administrative procedure and or/investments.
- A law degree from certified law school and admission to the Massachusetts Bar is mandatory.
- Familiarity with MGL chapter 32 and regulations investing benefits and investments is highly desirable.
- Knowledge of administrative law and procedure is advantageous.
- Experience working in a unionized/civil service environment is also helpful.
- Ability to exercise good judgment and focus on detail as required by the job.

### Boston Residency Required.

#### Terms:

Union/Salary Plan/Grade: Non-Union/MM2-14

Hours per week: 35

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The City of Boston is proud to be an Equal Opportunity Employer. We are committed to creating a diverse and inclusive environment. Therefore, qualified applicants will be considered regardless of their sex, race, age, religion, color, national origin, ancestry, physical or mental disability, genetic information, marital status, sexual orientation, gender identity, gender expression, military and veteran status, or other protected category.

The City of Boston has played a role in causing and perpetuating the inequities in our society. To break down these barriers, we are embedding equity and inclusion into everything we do. We define **equity** as **ensuring every community has the resources it needs** to thrive in Boston. This requires the active process of meeting individuals where they are. **Inclusion** is **engaging every resident** to build a more welcoming and supportive city. We are building a **city for everyone**, where diversity makes us a more empowered collective.