



The Los Angeles County Employees Retirement Association
Is Accepting Resumes for the Position of

INVESTMENTS STAFF COUNSEL

WHO WE ARE

The Los Angeles County Employees Retirement Association (LACERA) administers and manages the **\$70 billion** retirement fund for the County of Los Angeles. We provide retirement, disability, and death benefits to eligible County employees and their beneficiaries, and collect, deposit, invest, and manage retirement funds collected from the County, outside districts, and County employees. LACERA is the largest county retirement association in the United States with over **184,000** members. Our membership is comprised of individuals from a diverse range of careers, age groups, and ethnicities.

ABOUT THE INVESTMENTS STAFF COUNSEL POSITION

Two vacancies are located in the Investments Section of the Legal Division, which is responsible for providing legal advice and representation to LACERA and its Boards of Retirement and Investments. The Legal Division is comprised of a Chief Counsel, a Legislative Affairs Officer, Senior Staff Counsels, Staff Counsels, Legal Analysts, Legal Secretaries, and will soon add a Director of Compliance. Legal staff work in one of four sections: Litigation, Investments, Benefits, and Disability.

These current vacancies in the Investments Section are important positions of responsibility in support of LACERA's dynamic and well-regarded investment program.

LACERA
300 NORTH LAKE AVENUE, SUITE 630
PASADENA, CA 91101-4199



MISSION

Produce, Protect, and Provide the Promised Benefits

VALUES

Professionalism, Respect, Open Communication, Fairness, Integrity, and Teamwork

THE INVESTMENTS STAFF COUNSEL ROLE

The Staff Counsel (Investments) position reports to LACERA's Senior Staff Counsel for Investments and Chief Counsel. The role of Staff Counsel includes:

- ◆ Providing investment professionals with legal advice relating to investment transactions
- ◆ Reviewing, drafting, and negotiating documentation for various investment transactions, including private equity, hedge funds, co-investment transactions, real estate, and public markets
- ◆ Supervising outside counsel on investment transactions
- ◆ Legal support on a wide range of transactional matters
- ◆ Drafting memos, policies, and procedures to the Board of Investments
- ◆ Drafting, reviewing, and negotiating commercial contracts relating to investments

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- ◆ Excellent drafting, negotiating, and written and oral communication skills
- ◆ Possess great attention to detail
- ◆ Ability to work well both in a team environment, and independently with limited supervision
- ◆ Excellent problem solving capabilities and judgement
- ◆ Demonstrated ability to do the following:
 - Research and analyze legal issues, assess risks, and distill into succinct business advice
 - Set priorities effectively and oversee multiple projects in a fast-paced environment
 - Work well under time constraints and meet deadlines
 - Work effectively with other in-house attorneys, outside counsel, and with business executives
 - Manage multiple assignments simultaneously and have strong organizational skills

SELECTION REQUIREMENTS

Four years' experience in the practice of investments law. Requirements will be based on the position applied for as described in this announcement.

LICENSE:

Admission to practice law in all courts of California.

The Ideal Candidate will satisfy the position's requirements and possess the following Desirable Qualifications:

INVESTMENTS:

Demonstrated first-hand experience independently drafting, reviewing, and negotiating:

- ◆ Agreements relating to complex closed-end private equity fund and open-end fund investments

- ◆ Agreements with investment managers, advisers, consultants, and custodians relating to institutional investments and commercial contracts across various asset classes
- ◆ Documents for co-investment and secondary transactions
- ◆ Documents for real estate transactions
- ◆ Documents for hedge fund transactions
- ◆ Confidentiality agreements and non-reliance letters

Demonstrated experience in and ability to:

- ◆ Provide legal advice to institutional investors, investment advisers, and other investment professionals
- ◆ Supervise outside counsel in investment related transactions
- ◆ Provide independent compliance advice, support, and oversight relating to securities trading
- ◆ Experience representing institutional investors and/or investment advisers at a major law firm strongly preferred

Familiarity with:

- ◆ Laws governing investment transactions, such as the Investment Advisers Act of 1940, Dodd Frank Act, and federal and state securities laws relating to private offerings
- ◆ California public records and open meeting laws and disclosure requirements relating to California public pension funds
- ◆ Placement agent and lobbying restrictions
- ◆ Securities trading compliance laws, rules, regulations, risks, and typologies across financial markets (e.g., SEC, FINRA Rules, etc.) the Political Reform Act of 1974 and related regulations
- ◆ Other laws governing California public pension systems

ANNUAL SALARY:

\$139,771.68 - \$211,555.92

HOW TO APPLY

*****DO NOT APPLY ONLINE*****



How to Submit Your Interest

If you wish to be considered for the position, please submit your resume along with a letter of interest which details your experience.

Submit your resume and cover letter to: Merle Vaughn at Major, Lindsey & Africa

mvaughn@mlaglobal.com

**LACERA is an Equal Opportunity Employer
This is not a Civil Service Examination**