

City of New York
CONFLICTS OF INTEREST BOARD
Job Posting Notice

Civil Service Title: EXECUTIVE AGENCY COUNSEL	Level: M8
Title Code No: 95005	Salary: \$150,000 - \$180,000 Frequency: ANNUAL
Business Title: General Counsel	Work Location: 2 Lafayette Street, N.Y., N.Y.
Division/Work Unit: Conflicts of Interest Board	Number of Positions: 1
Job ID: 274077	Hours/Shift: 9:00 am - 5:00 pm
Job Description	
<p>The New York City Conflicts of Interest Board is seeking a General Counsel. The Board is an independent City agency and is responsible for administering and enforcing the City's conflicts of interest, annual disclosure, lobbyist gift, and affiliated not-for-profit laws. (See the Board's website at http://nyc.gov/ethics.) Under the direction of the Executive Director, the General Counsel will be responsible for:</p> <ul style="list-style-type: none"> • overseeing the daily operation of the Board's Legal Advice Unit, including supervising, and reviewing the written work of, a Deputy General Counsel, three Legal Advice Attorneys, and one Paralegal; • providing oral and written advice on the conflicts of interest law to City employees, in particular agency heads, high-level appointed and elected officials, and their counsel; • providing guidance on the conflicts of interest law to members of the public and the press; • advising the Board, orally and in writing, on legal matters; • advising the Executive Director on legal and personnel matters; • drafting complex advisory opinions and staff letters; • drafting proposed amendments to Chapter 68 of the City Charter and the Rules of the Board; • conducting training sessions on the conflicts of interest law, particularly for high-level appointed and elected officials; and • representing the Board at meetings with other City agencies and with state and federal officials. 	
Minimum Qualification Requirements	
<p>Admission to the New York State Bar; and four years of recent full-time responsible, relevant, satisfactory legal experience subsequent to admission to any bar, eighteen months of which must have been in the supervision of other attorneys, in an administrative, managerial, or executive capacity, or performing highly complex and significant legal work. Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment.</p>	
Preferred Skills	
<p>The successful candidate must possess the maturity, discretion, and judgment necessary to handle a myriad of sensitive, and often confidential, matters, and to advise public servants at all levels, including senior appointed and elected officials. Strong writing and analytical skills are also required, as is a temperament suitable to work in and help lead a small, collegial law office. Prior government experience preferred.</p>	
Residency Requirement	
<p>New York City residency is generally required within 90 days of appointment. However, City employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.</p>	
To Apply	
<p>To apply for this position, please submit your cover letter, resume, and writing sample electronically using one of the following methods:</p> <p>For City Employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess. Click on Recruiting Activities > Careers and search for Job ID#274077.</p> <p>For all other applicants: Go to www.nyc.gov/careers/search and search for Job ID#274077.</p>	
Posting Date: 1/3/2017	Post Until: Filled

The City of New York is an Equal Opportunity Employer