

**City of New York**  
**CONFLICTS OF INTEREST BOARD**  
**Job Posting Notice**

<b>Civil Service Title:</b> EXECUTIVE AGENCY COUNSEL	<b>Level:</b> M2
<b>Title Code No:</b> 95005	<b>Salary:</b> \$54,740.00/\$59,032.00-\$146,276.00 <b>Frequency:</b> ANNUAL
<b>Business Title:</b> Deputy General Counsel	<b>Work Location:</b> 2 Lafayette St., N.Y.
<b>Division/Work Unit:</b> Conflicts of Interest Board	<b>Number of Positions:</b> 1
<b>Job ID:</b> 137402	<b>Hours/Shift:</b> 9:00 am - 5:00 pm
<p style="text-align: center;"><b>Job Description</b></p> <p>The New York City Conflicts of Interest Board is seeking a Deputy General Counsel. The Deputy General Counsel reports to the General Counsel and may also report to the Director of Annual Disclosure. With the General Counsel the Deputy General Counsel will be responsible for directing the advice-giving work of the agency, that is, for assisting the Board in fulfilling its City Charter mandate or providing advice regarding compliance with the City's conflicts of interest law and lobbyist gift law. The successful candidate will conduct legal research, draft advisory opinions, staff letters, and memoranda to the Board, provide oral advice to City employees, conduct training sessions, and with the General Counsel supervise the other attorneys in the Board's Legal Advice Unit in performing these functions.</p> <p>The candidate may also work with the Director of Annual Disclosure on the Board's electronic disclosure application.</p>	
<p style="text-align: center;"><b>Minimum Qualification Requirements</b></p> <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.</p> <p>Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment.</p>	
<p style="text-align: center;"><b>Preferred Skills</b></p> <p>The successful candidate must possess the maturity, discretion, and judgment necessary for the handling of a myriad of sensitive, and often confidential, matters, and the advising of public servants at all levels, including senior elected and appointed 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.</p> <p>Prior government experience as well as experience with web-based applications and IT project management are also preferred.</p>	
<p style="text-align: center;"><b>Residency Requirement</b></p> <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>	
<p style="text-align: center;"><b>To Apply</b></p> <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) - <a href="http://www.nyc.gov/ess">www.nyc.gov/ess</a>. Click on Recruiting Activities &gt; Careers and search for Job ID#137402.</p> <p>For all other applicants: Go to <a href="http://www.nyc.gov/careers/search">www.nyc.gov/careers/search</a> and search for Job ID#137402.</p>	
<b>Posting Date:</b> 12/09/2013	<b>Post Until:</b> Filled

**The City of New York is an Equal Opportunity Employer**