

City of New York
CONFLICTS OF INTEREST BOARD
Job Vacancy Notice

Civil Service Title: AGENCY ATTORNEY	Level: 01	
Title Code No: 30087	Salary: \$53,181.00/\$61,158.00-\$81,189.00 Frequency: ANNUAL	
Office Title: AGENCY ATTORNEY	Work location: 2 Lafayette St., N.Y.	
Division/Work Unit: Conflicts of Interest Board	Number of Positions: 1	
Hours/Shift: 9:00 a.m. - 5:00 p.m.	Agency Tracking #:	
Job Description		
<p>The New York City Conflicts of Interest Board is seeking an Attorney for its Enforcement Unit. The Board is an independent City agency and is responsible for administering and enforcing the City's conflicts of interest, financial disclosure, and lobbyist gift laws. (See the Board's website at http://nyc.gov/ethics).</p> <p>Under the supervision of the Director of Enforcement, with some latitude for independent judgment, the successful candidate will primarily be responsible for a caseload of between 75 and 90 enforcement cases, including evaluating the legal and factual merits of potentially complex conflicts of interest law violations, writing memoranda of recommendation to the Board, drafting pleadings, negotiating settlements, and trying cases; attending monthly Board meetings; writing informational material regarding the ethics law; providing oral advice to City employees; and conducting training sessions on the conflicts of interest law.</p> <p>The successful candidate must possess the maturity, discretion, and judgment necessary for the handling of a myriad of sensitive, highly confidential matters. Also, the abilities to engage in sophisticated and nuanced legal analysis and to reduce that analysis to writing in a clear, concise, and comprehensive form are musts.</p>		
Qualification Requirements		
<ol style="list-style-type: none"> 1. New York City residency. 2 Admission to the New York State Bar; and either 3 or 4 below. 3. One year of satisfactory United States legal experience subsequent to admission to any state bar; or 4. Six months of satisfactory service as an Agency Attorney Intern. 		
Essential Skills		
<p>Computer skills essential, including proficiency in Westlaw/Lexis and Internet-based research. Litigation experience preferred. Collection experience a plus. Incumbent must remain a member of the New York State Bar in good standing for the duration of this employment.</p>		
<p>To Apply: PLEASE SUBMIT RESUME TO: CAROLYN LISA MILLER, DIRECTOR OF ENFORCEMENT NYC CONFLICTS OF INTEREST BOARD 2 LAFAYETTE STREET, SUITE 1010 NEW YORK, NY 10007 resume@coib.nyc.gov</p>		
Post Date: 4/16/2012	Post Until: Filled	JVN: 312-2012-98402

*The City of New York is an Equal Opportunity Employer.
NYC Residency Required within 90 Days of hire
Appointments are subject to OMB approval.*