

City of New York
CONFLICTS OF INTEREST BOARD
Job Posting Notice

Civil Service Title: AGENCY ATTORNEY	Level: 01
Title Code No: 30087	Salary: \$53,181.00/\$61,158.00-\$81,189.00 Frequency: ANNUAL
Business Title: Attorney	Work Location: 2 Lafayette St., N.Y.
Division/Work Unit: Conflicts of Interest Board	Number of Positions: 1
Job ID: 120940	Hours/Shift: 9:00 a.m. - 5:00 p.m.

Job Description

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, annual disclosure, and lobbyist gift laws. (See the Board's website at <http://nyc.gov/ethics>).

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. Duties also include 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.

The successful candidate must possess the maturity, discretion, and judgment necessary for handling 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.

Minimum Qualification Requirements

1. Admission to the New York State Bar; and either "2" or "3" below.
 2. One year of satisfactory United States legal experience subsequent to admission to any state bar; or
 3. Six months of satisfactory service as an Agency Attorney Intern (30086).
- Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment.

In addition to meeting the minimum Qualification Requirements:

To be assigned to Assignment Level (AL) II, candidates must have one year of experience at Assignment Level I or two years of comparable legal experience subsequent to admission to the bar, in the areas of law related to the assignment. To be assigned to AL III candidates must have two years of experience in Assignment Levels I and/or II or three years of comparable legal experience subsequent to admission to the bar, in the areas of law related to the assignment.

Preferred Skills

Admission to the New York State Bar and New York City residency are required. Computer skills essential, including proficiency in Westlaw/Lexis and Internet-based research. Litigation experience preferred. Incumbent must remain a member of the New York State Bar in good standing for the duration of this employment.

Residency Requirement

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.

To Apply

To apply for this position, please submit your cover letter, resume, and writing sample electronically using one of the following methods:

For City Employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess. Click on Recruiting Activities > Careers and search for Job ID#120940.

For all other applicants: Go to www.nyc.gov/careers/search and search for Job ID#120940.

Posting Date: 06/05/2013	Post Until: Filled
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The City of New York is an Equal Opportunity Employer