

City of New York
CONFLICTS OF INTEREST BOARD
Job Posting Notice

Civil Service Title: PARALEGAL AIDE	Level: 02
Title Code No: 30080	Salary: \$39,041.00/\$44,897.00-\$54,633.00 Frequency: ANNUAL
Business Title: Paralegal	Work Location: 2 Lafayette St., N.Y.
Division/Work Unit: Legal Advice	Number of Positions: 1
Job ID: 243987	Hours/Shift: 9:00 a.m. - 5:00 p.m.

Job Description

The New York City Conflicts of Interest Board is seeking a Paralegal to work primarily in its Legal Advice Unit and to support the work of the Enforcement Unit and the Special Counsel, as needed. The Board is an independent City agency and is responsible for administering and enforcing the City's conflicts of interest and financial disclosure laws. (See the Board's website at <http://nyc.gov/ethics>.) The Board's legal staff, consisting of eight attorneys, gives advice to the City's public servants about whether their proposed conduct conforms to the requirements of the conflicts law and prosecutes suspected violations of the law. Under the supervision of the Board's General Counsel, the successful candidate will perform various paralegal duties, including: draft advisory opinions and staff advice letters; draft enforcement memoranda and pleadings; maintain and update legal files; conduct legal research; perform routine administrative duties when necessary including photocopying, scanning, and shredding confidential documents. Under the supervision of its Executive Director, the Board's legal staff functions as a collegial, high quality law firm. 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 willingness to provide professional support to the office's legal staff as needed.

Minimum Qualification Requirements

1. A baccalaureate degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA); or
2. An associate degree or completion of 60 semester credits from an accredited college, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA) and two years of full-time satisfactory experience, acquired in the United States, in the performance of paralegal (legal assistant) services; or
3. A four-year high school diploma or its educational equivalent approved by a States Department of Education or a recognized accrediting organization and four years of full-time satisfactory experience, acquired in the United States, in the performance of paralegal (legal assistant) services; or
4. A satisfactory combination of education and/or experience which is equivalent to 1, 2 or 3 above. Paralegal Certification obtained in the United States from an accredited program or from a program approved by the American Bar Association can be substituted for 12 months of experience. Undergraduate credit can be substituted for experience on the basis of 30 semester credits from an accredited college for 12 months of experience. However, all candidates must have at least a four-year high school diploma or its educational equivalent approved by a States Department of Education or a recognized accrediting organization.

To be acceptable, experience in paralegal (legal assistant) services must have involved the American Legal System.

Experience which is primarily legal secretarial or includes only incidental paralegal (legal assistant) services is not acceptable.

Special Note: Individuals must have one additional year of pertinent paralegal experience or have a baccalaureate degree in addition to the requirements listed above to be eligible for placement in Assignment Level II duties and pay of Paralegal Aide.

Preferred Skills

Computer skills essential, including proficiency with Powerpoint, Excel, Word, and other Microsoft Office applications as well as Westlaw/Lexis and Internet-based research.

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 assignment, please submit your cover letter and resume 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#243987.

For all other applicants: Go to www.nyc.gov/careers/serach and search for Job ID#243987.

Posting Date: 06/27/2016

Post Until: Filled

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