

City of New York
CONFLICTS OF INTEREST BOARD
Job Posting Notice

Civil Service Title: CONFIDENTIAL INVESTIGATOR	Level: 01
Title Code No: 06547	Salary: \$41,996.00-\$47,000.00 Frequency: ANNUAL
Business Title: ANNUAL DISCLOSURE ANALYST	Work Location: 2 Lafayette St., N.Y.
Division/Work Unit: Conflicts of Interest Board	Number of Positions: 1
Job ID: 288861	Hours/Shift: 9:00 a.m. - 5:00 p.m.
Job Description	
<p>The New York City Conflicts of Interest Board is seeking an Analyst for its Annual Disclosure Unit. The Board is an independent City agency and is responsible for administering and enforcing the City's conflicts of interest and annual disclosure laws. (See the Board's website at http://nyc.gov/ethics.) Under the supervision of the Director and Deputy Director of Annual Disclosure, the successful candidate will be responsible for (1) creating and maintaining all records pertaining to annual disclosure reports and files including electronic files; (2) assisting in the preparation of and participating in the yearly annual disclosure electronic filing process, including user support and maintaining relationships with governmental entities; (3) performing administrative annual disclosure duties, including processing public inquiries and requests for disclosure reports; (4) conducting reviews and investigations of confidential and sensitive matters pertaining to annual disclosure reports; and (5) assisting with enforcement proceedings. Additional duties include, but are not limited to, handling special projects such as computer database development and investigative research assignments as directed.</p>	
Minimum Qualification Requirements	
<p>Qualification Requirements</p> <ol style="list-style-type: none"> 1. A four-year high school diploma or its educational equivalent and four (4) years of satisfactory full-time experience in an industrial or governmental agency in the field of investigation, auditing, law enforcement, security, inspections, or in a major operational area of the agency in which the appointment is to be made; or 2. A baccalaureate degree from an accredited college; or 3. Education and/or experience equivalent to "1" or "2" above. 	
Preferred Skills	
<p>Candidate will be handling highly confidential documents and must be extremely dependable and possess discretion and good judgment. Position requires attention to detail, exceptional organizational skills, excellent verbal and written communication skills, ability to multi-task, strong analytical skills and proven ability to take initiative, lead projects and work as a part of a team. Strong computer and technical skills needed, including proficiency with Microsoft Office, Word, Excel, Access, and familiarity with database applications 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 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#288861. For all other applicants: Go to www.nyc.gov/careers/search and search Job ID#288861.</p>	
JOB OPENING REPOSTED	
Posting Date: 5/9/17	Post Until: Filled

The City of New York is an Equal Opportunity Employer