

City of New York
CONFLICTS OF INTEREST BOARD
Job Posting Notice

Civil Service Title: SECRETARY TO CONFLICTS OF INTEREST BOARD	Level: 00
Title Code No: 12799	Salary: \$45,092.00 - \$56,000.00 Frequency: ANNUAL
Business Title: ADMINISTRATIVE LEGAL COORDINATOR	Work Location: 2 Lafayette St., N.Y.
Division/Work Unit: COIB	Number of Positions: 1
Job ID: 288890	Hours/Shift: 9:00 a.m. - 5:00 p.m.
Job Description	
<p>The New York City Conflicts of Interest Board is seeking an Administrative Legal Coordinator. The Board is an independent City agency and is responsible for administering and enforcing the City's conflicts of interest, annual disclosure, lobbyist gift, and affiliated not-for-profit laws. (See the Board's website at http://nyc.gov/ethics.) The successful candidate will report directly to the Executive Director, performing the following duties:</p> <ul style="list-style-type: none"> • Primary responsibility for creation and maintenance of electronic legal case records in LawManager database, including opening and closing cases, updating case files, and creating and running reports on status of cases assigned to individual attorneys and legal units within COIB • Primary responsibility for organization and maintenance of COIB's hard copy legal files • Prepare, maintain, and serve highly confidential legal documents • Assist attorneys in preparing for trials and hearings by compiling and organizing case files and documents and in other large legal projects as needed • Copy, assemble, and distribute monthly Board materials to attorneys and Board members • Record all fines collected by the Board's Enforcement Unit • Prepare reports of the Board's legal activities for in-house use, for distribution to the Board, and for publication on the Board's website • Assist with COIB's Annual Seminar and other administrative duties as needed • Assist COIB's FOIL Officer in locating and producing responsive documents 	
Minimum Qualification Requirements	
<p>Qualification Requirements</p> <ol style="list-style-type: none"> 1. Graduation from high school or evidence of having passed an examination for a high school equivalency diploma, plus three (3) years of satisfactory full-time stenographic experience including one (1) year in a responsible secretarial capacity; or 2. A baccalaureate degree from an accredited college, plus one (1) year of satisfactory full-time experience in a secretarial capacity; or 3. An associate degree from a community college, with specialization in executive secretarial work and one (1) year of satisfactory full-time experience in a responsible secretarial capacity. 4. A satisfactory equivalent combination of education and experience. 	
Preferred Skills	
Computer skills essential, including proficiency with legal databases, 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#288890. For all other applicants: Go to www.nyc.gov/careers/search and search for Job ID#288890.	
Posting Date: 5/9/2017	Post Until: Filled

The City of New York is an Equal Opportunity Employer