

**City of New York
CONFLICTS OF INTEREST BOARD
Job Posting Notice**

Civil Service Title: EXECUTIVE AGENCY COUNSEL	Level: M3
Title Code No: 95005	Salary: \$63,519.00/\$68,500.00-\$169,427.00 Frequency: ANNUAL
Business Title: DIRECTOR OF ENFORCEMENT	Work Location: 2 Lafayette St., N.Y.
Division/Work Unit: Conflicts of Interest Board	Number of Positions: 1
Job ID: 186317	Hours/Shift:
Job Description	
<p>The Director of Enforcement is responsible for all enforcement-related work of the agency, including supervising a staff of three attorneys and a litigation coordinator. Duties include: Review, edit, and approve all enforcement-related written work; consult on case strategies and proposed settlements; second-seat settlement conferences and trials; manage personal caseload of up to 75 cases, including writing and presenting memoranda to advise the Board on case prosecution, drafting enforcement documents, negotiating with opposing counsel to reach pre-trial resolutions, and trying cases in the City's administrative tribunal. Regularly present the work of the Enforcement Unit and teach the conflicts of interest law to other City agencies and draft written enforcement procedures and training materials. The Director of Enforcement reports to the Executive Director and assists the Executive Director in making policy decisions for the agency. For additional information on the agency and the work of the Unit, see http://www.nyc.gov/ethics.</p>	
Minimum Qualification Requirements	
<p>Admission to the New York State Bar; and four years of recent full-time responsible, relevant, satisfactory legal experience subsequent to admission to any bar, eighteen months of which must have been in the supervision of other attorneys, in an administrative, managerial or executive capacity, or performing highly complex and significant legal work.</p> <p>Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment.</p>	
Preferred Skills	
<p>Substantial experience in managing a unit, bureau, or office and supervising both legal and non-legal staff is strongly preferred, including intake and triage of cases. Extensive litigation experience. Strong writing, editing, and negotiation skills and experience. Government service, as well as experience in interacting with investigative agencies, a plus.</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 assignment, please submit your cover letter/resume electronically using one of the following methods:</p> <p>CITY EMPLOYEES: Apply through Employee Self Serve (ESS). www.nyc.gov/ess. Search for Job ID #: 186317</p> <p>ALL OTHER APPLICANTS: Go to www.nyc.gov/careers/search. Search for Job ID#:186317</p>	
Posting Date: 03/09/2015	Post Until: Filled

The City of New York is an Equal Opportunity Employer