

City of New York
CONFLICTS OF INTEREST BOARD
Job Posting Notice

Civil Service Title: AGENCY ATTORNEY	Level: 01
Title Code No: 30087	Salary: \$85,000.00—\$100,000.00 Frequency: ANNUAL
Title Classification: Non-Competitive	
Business Title: AGENCY ATTORNEY	Work Location: 2 Lafayette St., N.Y.
Division/Work Unit: Conflicts of Interest Board	Number of Positions: 1
Job ID: 713627	Hours/Shift:

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 responsible for interpreting, administering, and enforcing the City's conflicts of interest law, annual disclosure law, affiliated not-for-profits law, legal defense trusts law, and lobbyist gift law (<http://nyc.gov/ethics>). The Enforcement Unit is responsible for enforcing all of these laws, with most of its cases dealing with violations of the conflicts of interest law. Under the supervision of the Director of Enforcement, Enforcement Attorneys independently handle their own caseloads from start to finish. Their responsibilities include: evaluating the legal and factual merits of each case, including by reviewing documentary and testimonial evidence gathered by the City's Department of Investigation; presenting oral and written recommendations for proposed enforcement action to the Board at its monthly meetings; drafting pleadings; negotiating settlements; drafting settlement agreements; and prosecuting cases on behalf of the Board at the New York City Office of Administrative Trials and Hearings. The Agency Attorney will also assist the Board's Legal Advice Unit by responding to written and oral requests for advice from public servants. The candidate must possess the maturity, discretion, and judgment necessary to handle these sensitive, highly confidential matters. The candidate must also be able to engage in sophisticated and nuanced legal analysis and write in a clear, concise, and comprehensive way. The ideal candidate knows and is interested in the workings of New York City government.

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 Interne (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

Computer skills essential, including proficiency in Westlaw/Lexis and internet-based research. Litigation experience preferred.

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.

Additional Information

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.

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# 713627. The writing sample should be attached to the cover letter. For all other applicants: Go to www.nyc.gov/careers/search and search for Job ID#713627.

Posting Date: 05/05/2025

Post Until: Until Filled

The City of New York is an Equal Opportunity Employer