

City of New York
CONFLICTS OF INTEREST BOARD
Job Posting Notice

Civil Service Title: Confidential Investigator	Level: II
Title Code No: 31141	Salary: \$62,701.00 - \$80,000.00 Frequency: ANNUAL
Title Classification: Non-Competitive	
Business Title: Annual Disclosure Specialist	Work Location: 2 Lafayette St., N.Y.
Division/Work Unit: Conflicts of Interest Board	Number of Positions: 1
Job ID: 763770	Hours/Shift: 9:00 am - 5:00 pm
<p style="text-align: center;">Job Description</p> <p>The New York City Conflicts of Interest Board ("COIB") is seeking a Specialist for its Annual Disclosure ("AD") Unit. COIB is a small, independent agency that protects the integrity of City government by administering and enforcing the City's annual disclosure law and conflicts of interest law. Each year, nearly 9,000 public servants are required to file reports disclosing their personal financial interests to help ensure that those interests do not conflict with their official duties. The AD Specialist will:</p> <ul style="list-style-type: none"> • Communicate with filers, orally and in writing, to notify them of their filing requirements and deadlines, provide technical support regarding the filing process, inform them when revisions are needed to their report, and assist with those revisions. • Manage the daily operations of the filing process for select groups of filers, including identifying public servants required to file in coordination with City agencies; maintaining the administrative database; and tracking compliance. • Review reports, conduct research, contact filers, and work with agency attorneys to ensure that filers are transparent about their financial interests and to identify potential conflicts that need to be addressed through Board orders and formal recusals. <p>To fulfill these job duties, the AD Specialist must have the maturity, discretion, and judgment necessary to handle confidential matters; the capacity to handle a high volume of telephone calls with a professional and calm demeanor; exceptional organizational skills; meticulous attention to detail; and the ability to prioritize competing tasks. The ideal candidate will bring curiosity, tenacity, and critical thinking to the work to ensure that public servants are being transparent and held accountable for violations of the law.</p>	
<p style="text-align: center;">Minimum Qualification Requirements</p> <p>1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or 2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or 3. Education and/or experience which is equivalent to "1" or "2" above.</p>	
<p style="text-align: center;">Preferred Skills</p> <p>Strong computer and technical skills, including proficiency with Adobe Acrobat, Excel, Word, and Outlook, as well as Internet-based research. Good communication skills, both oral and written. An interest in the workings of New York City government.</p>	
<p style="text-align: center;">Additional Information</p> <p>As a current or prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. Please review the notice to see if you may be eligible for programs and how to apply at nyc.gov/studentloans. 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.</p>	
<p style="text-align: center;">To Apply</p> <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 #763770. For all other applicants: Go to https://cityjobs.nyc.gov/ and search for Job ID 763770.</p>	
Posting Date: 12/26/2025	Post Until: Until Filled

The City of New York is an Equal Opportunity Employer