

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

Civil Service Title: Confidential Investigator	Level: 01
Title Code No: 31141	Salary: \$57,000-67,000 Frequency: Annual
Title Classification: Non-Competitive	
Business Title: Paralegal	Work Location: 2 Lafayette St., N.Y.
Division/Work Unit: Conflicts of Interest Board	Number of Positions: 2
Job ID: 781031	Hours/Shift: 9:00 am - 5:00 pm
Job Description	
<p>The New York City Conflicts of Interest Board (“COIB”) is seeking a Paralegal to work primarily in its Annual Disclosure and Legal Advice Units and to support the work of its Enforcement Unit and the Special Counsel, as needed. COIB is a small, independent agency that protects the integrity of City government by administering and enforcing the City’s conflicts of interest law and annual disclosure law. The conflicts of interest law applies to the more than 300,000 public servants across City government and regulates conduct such as nepotism, outside financial interests, and acceptance of gifts. About 9,000 of those public servants are required to file a report with COIB disclosing their personal financial interests to help ensure that their interests do not conflict with their official duties. The Paralegal will:</p> <ul style="list-style-type: none"> • Review financial disclosure reports and requests from public servants, conduct research, and work with agency attorneys to identify potential conflicts of interest and draft formal recusal letters for outside employment. • Communicate with public servants, orally and in writing, to notify them of their legal requirements, obtain information, provide technical support, follow up on outstanding requests, and maintain and update administrative databases. • Assist with enforcement cases against public servants, including maintaining case files, gathering and analyzing evidence, preparing charging documents, reviewing responses, and drafting Board orders. <p>To fulfill these job duties, the Paralegal must have the maturity, discretion, and judgment necessary to handle confidential matters; exceptional organizational skills; meticulous attention to detail; the ability to prioritize competing tasks; and a willingness to provide administrative and professional support across all Units, as needed.</p>	
Minimum Qualification Requirements	
<p>1. A baccalaureate degree from an accredited college 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>	
Preferred Skills	
<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>	
Additional Information	
<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>	
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 # 781031. For all other applicants: Go to https://cityjobs.nyc.gov/ and search for Job ID #781031.</p>	
Posting Date: 05/13/2026	Post Until: Until Filled

The City of New York is an Equal Opportunity Employer