

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- \$95,000.00 Frequency: ANNUAL
Title Classification: Non-Competitive	
Business Title: Assistant Counsel	Work Location: 2 Lafayette St., N.Y.
Division/Work Unit: Conflicts of Interest Board	Number of Positions: 1
Job ID: 789450	Hours/Shift: 9:00 am - 5:00 pm

Job Description

The New York City Conflicts of Interest Board (“COIB”), one of the nation’s premier government ethics agencies, is hiring an Attorney for its Enforcement Unit. COIB is a small, independent agency that protects the integrity of City government by administering and enforcing the City’s conflicts of interest law. The conflicts of interest law applies to the more than 300,000 public servants across all of New York City government (as well as former public servants) and regulates conduct including nepotism, outside financial interests, disclosure of confidential information, acceptance of gifts, and revolving door restrictions.

The Enforcement Attorney will independently handle a variety of challenging and interesting cases across all levels of City government. In handling those cases, the Enforcement Attorney will learn a great deal about the operations of City government and gain significant litigation experience. Work will include reviewing evidence, drafting charges, negotiating settlements, and litigating cases at the New York City Office of Administrative Trials and Hearings.

The Enforcement Attorney must be able to engage in sophisticated and nuanced legal analysis and write clearly and concisely. An ideal candidate will demonstrate an interest 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: 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# 789450.

Posting Date: 08/03/26	Post Until: Until Filled
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The City of New York is an Equal Opportunity Employer