

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

<b>Civil Service Title:</b> AGENCY ATTORNEY	<b>Level:</b> 01
<b>Title Code No:</b> 30087	<b>Salary:</b> \$63,228.00/\$74,000.00-\$76,000.00 <b>Frequency:</b> ANNUAL
<b>Title Classification:</b> Non-Competitive	
<b>Business Title:</b> AGENCY ATTORNEY	<b>Work Location:</b> 2 Lafayette St., N.Y.
<b>Division/Work Unit:</b> Conflicts of Interest Board	<b>Number of Positions:</b> 1
<b>Job ID:</b> 598004	<b>Hours/Shift:</b>
<b>Job Description</b>	
<p>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 (<a href="http://nyc.gov/ethics">http://nyc.gov/ethics</a>). 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, the Enforcement Attorney will independently handle their own caseload 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 Enforcement Attorney must possess the maturity, discretion, and judgment necessary to handle these sensitive, highly confidential matters. The Enforcement Attorney must also be able to engage in sophisticated and nuanced legal analysis and write in a clear, concise, and comprehensive way. The ideal candidate will demonstrate a knowledge of and interest in the workings of New York City government.</p>	
<b>Minimum Qualification Requirements</b>	
<ol style="list-style-type: none"> <li>1. Admission to the New York State Bar; and either "2" or "3" below.</li> <li>2. One year of satisfactory United States legal experience subsequent to admission to any state bar; or</li> <li>3. Six months of satisfactory service as an Agency Attorney Interne (30086).</li> </ol> <p>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.</p>	
<b>Preferred Skills</b>	
Computer skills essential, including proficiency in Westlaw/Lexis and internet-based research. Litigation experience preferred.	
<b>Additional Information</b>	
As a prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S. Department of Education's website at <a href="http://StudentAid.gov/PSLF">StudentAid.gov/PSLF</a>	
<b>To Apply</b>	
To apply for this position, please submit your cover letter, resume, and writing sample electronically using one of the following methods:	
<ul style="list-style-type: none"> <li>• For City Employees: Go to Employee Self-Service (ESS) - <a href="http://www.nyc.gov/ess">www.nyc.gov/ess</a>. Click on Recruiting Activities &gt; Careers and search for <b>Job ID# 598004</b>. The writing sample should be attached to the cover letter.</li> <li>• For all other applicants: Go to <a href="http://www.nyc.gov/careers/search">www.nyc.gov/careers/search</a> and search for <b>Job ID# 598004</b>.</li> </ul>	
<b>Posting Date:</b> 08/11/2023	<b>Post Until:</b> Until filled

**The City of New York is an Equal Opportunity Employer**