

City of New York
CONFLICTS OF INTEREST BOARD
Job Posting Notice

Civil Service Title: EXECUTIVE AGENCY COUNSEL	Level: M1
Title Code No: 95005	Salary: \$120,000.00-\$130,000.00 Frequency: ANNUAL
Title Classification: Non-Competitive	
Business Title: Deputy Director of Enforcement	Work Location: 2 Lafayette St., N.Y.
Division/Work Unit: Conflicts of Interest Board	Number of Positions: 1
Job ID: 758320	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 a Deputy Director 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. In addition to helping manage the Enforcement Unit, the Deputy Director will handle a variety of challenging and interesting cases across all levels of City government and often involving issues of significant public concern. In handling those cases, the Deputy Director 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 Deputy Director must be able to engage in sophisticated and nuanced legal analysis and write clearly and concisely. An ideal candidate will demonstrate a knowledge of and interest in the workings of New York City government.	
Minimum Qualification Requirements Admission to the New York State Bar; and four years of recent full-time responsible, relevant, satisfactory legal experience subsequent to admission to any bar, eighteen months of which must have been in the supervision of other attorneys, in an administrative, managerial or executive capacity, or performing highly complex and significant legal work. Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment.	
Preferred Skills The successful candidate must possess the maturity, discretion, and judgment necessary for the handling of a myriad of sensitive, and often confidential matters. Strong writing and analytical skills are also required, as is a temperament suitable to work in and help lead a small, collegial law office. Prior government experience is also preferred.	
Additional Information 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.	
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 #758320. For all other applicants: Go to www.nyc.gov/careers/search and search for Job ID# 758320.	
Posting Date: 11/20/2025	Post Until: Until Filled

The City of New York is an Equal Opportunity Employer