

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

Civil Service Title: AGENCY ATTORNEY	Level: 01
Title Code No: 30087	Salary: \$58,716.00/\$67,523.00-\$78,000.00 Frequency: ANNUAL
Title Classification: Non-Competitive	
Business Title: AGENCY ATTORNEY	Work Location: 2 Lafayette St., N.Y.
Division/Work Unit: Conflicts of Interest Board	Number of Positions: 1
Job ID: 373907	Hours/Shift:
Job Description	
<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 administering and enforcing the City's conflicts of interest law, annual disclosure law, Local Law 181 of 2016, and lobbyist gift law. (http://nyc.gov/ethics). Under the supervision of the Director of Enforcement, the Enforcement Attorney will independently handle his or her own caseload, evaluating the legal and factual merits of potentially complex conflicts of interest law violations; presenting oral and written recommendations to the Board at its monthly meetings; drafting pleadings; negotiating settlements; 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 for the handling of a myriad of sensitive, highly confidential matters. Also, the Enforcement Attorney must have the ability to engage in sophisticated and nuanced legal analysis and write in a clear, concise, and comprehensive way.</p>	
Minimum Qualification Requirements	
<ol style="list-style-type: none"> 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). <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>	
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.	
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#373907. 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#373907.	
Posting Date: 11/08/2018	Post Until: Filled

The City of New York is an Equal Opportunity Employer