

City of New York
CONFLICTS OF INTEREST BOARD
Job Posting Notice

Civil Service Title: AGENCY ATTORNEY	Level: 02
Title Code No: 30087	Salary: \$71,423.00/\$82,137.00-\$90,000.00 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: 482484	Hours/Shift: 9:00 a.m. - 5:00 p.m.
<p>As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.</p> <p style="text-align: center;">Job Description</p> <p>The New York City Conflicts of Interest Board is seeking an Attorney for its Legal Advice Unit. The Board is an independent City agency and is responsible for 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 (http://nyc.gov/ethics). The attorneys of Legal Advice Unit are responsible for giving advice to the City's public servants and other regulated parties about all of these laws, but most issues arise from the City's conflicts of interest law. Under the supervision of the Board's General Counsel, the Advice Attorney will independently handle their own caseload, including: conducting legal research, drafting staff letters and Board waivers, providing oral advice to City employees on the Board's Attorney of the Day hotline, presenting oral and written recommendations to the Board at its monthly meetings, and conducting training sessions. The Advice Attorney must possess the maturity, discretion, and judgment necessary to handle a myriad of sensitive, highly confidential matters, and to advise public servants at all levels, including elected and senior appointed officials. The Advice 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> <p style="text-align: center;">Minimum Qualification Requirements</p> <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> <p style="text-align: center;">Preferred Skills</p> <p>Computer skills essential, including proficiency in Westlaw/Lexis and internet-based research.</p> <p style="text-align: center;">Residency Requirement</p> <p>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.</p> <p style="text-align: center;">To Apply</p> <p>To apply for this assignment, please submit your cover letter/resume/writing sample electronically using one of the following methods: For City Employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess. Click on Careers and search for Job ID#482484. For all other applicants: Go to www.nyc.gov/careers/search and search for Job ID#482484.</p>	
Posting Date: 10/05/2021	Post Until: 01/03/2022

The City of New York is an Equal Opportunity Employer