

City of New York
CONFLICTS OF INTEREST BOARD
Job Posting Notice

Civil Service Title: CONFIDENTIAL INVESTIGATOR (CON)	Level: 01
Title Code No: 31141	Salary: \$45,113.00/\$48,650.00-\$49,955.00 Frequency: ANNUAL
Title Classification: Non-Competitive	
Business Title: CONFIDENTIAL INVESTIGATOR	Work Location: 2 Lafayette St., N.Y.
Division/Work Unit: Conflicts of Interest Board	Number of Positions: 1
Job ID: 496448	Hours/Shift:
<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>Job Description</p>	
<p>The New York City Conflicts of Interest Board is seeking a Confidential Investigator to work primarily in its Legal Advice Unit and to support the work of the Enforcement Unit and the Special Counsel, as needed. 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 (http://nyc.gov/ethics). Under the supervision of the Board's General Counsel, the Confidential Investigator will primarily perform duties of a paralegal, including: reviewing requests for public servants to engage in outside employment, identifying potential conflicts of interest in these requests, communicating with ethics liaisons at various City agencies to obtain additional information about these requests, and drafting responses to these requests in the form of Board waivers. The Confidential Investigator will also be responsible for maintaining and updating their legal case files and performing routine administrative duties as necessary. The Confidential Investigator must possess the maturity, discretion, and judgment necessary for handling a myriad of sensitive and often confidential matters and the willingness to provide professional support to the office's legal staff as needed. The ideal candidate will demonstrate a knowledge of and interest in the workings of New York City government.</p>	
<p>Minimum Qualification Requirements</p>	
<p>1. A four-year high school diploma or its educational equivalent and four (4) years of satisfactory full-time experience in an industrial or governmental agency in the field of investigation, auditing, law enforcement, security, inspections, or in a major operational area of the agency in which the appointment is to be made; or 2. A baccalaureate degree from an accredited college; or 3. Education and/or experience equivalent to "1" or "2" above.</p>	
<p>Preferred Skills</p>	
<p>Computer skills are essential, including proficiency with Adobe, PowerPoint, Excel, Word, and Outlook, as well as Internet-based research. Good communication skills, both oral and written, are also essential.</p>	
<p>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>To Apply</p>	
<p>To apply for this assignment, please submit your cover letter and resume 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 #496448. For all other applicants: Go to www.nyc.gov/careers/search and search for Job ID#496448.</p>	
Posting Date: 12/02/2022	Post Until: 03/02/2022