

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

<b>Civil Service Title:</b> EXECUTIVE AGENCY COUNSEL	<b>Level:</b> M1
<b>Title Code No:</b> 95005	<b>Salary:</b> \$75,000.00-\$110,000.00 <b>Frequency:</b> ANNUAL
<b>Title Classification:</b> Non-Competitive	
<b>Business Title:</b> Deputy Director of Enforcement	<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> 540677	<b>Hours/Shift:</b> 9:00 am - 5:00 pm
<b>Job Description</b>	
<p>The New York City Conflicts of Interest Board is seeking a Deputy Director of Enforcement. The Board's Enforcement Unit is responsible for prosecuting violations of the City's conflicts of interest law, which covers all current and former City public servants. The Deputy Director will work closely with the Director of Enforcement to manage the unit to ensure that reported violations are addressed in a timely, thoughtful, and consistent manner. The Deputy Director will also handle some of the most challenging enforcement cases—involving complicated fact patterns and high-level officials—from start to finish by: evaluating the legal and factual merits through the review of 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 trying 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 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>	
<p>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.</p> <p>Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment.</p>	
<b>Preferred Skills</b>	
<p>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.</p>	
<b>Additional Information</b>	
<p>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 <a href="http://nyc.gov/studentloans">nyc.gov/studentloans</a></p> <p>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.</p>	
<b>Residency Requirement</b>	
<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>	
<b>To Apply</b>	
<p>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) - <a href="http://www.nyc.gov/ess">www.nyc.gov/ess</a>. Click on Recruiting Activities &gt; Careers and search for Job ID # 540677. For all other applicants: Go to <a href="http://www.nyc.gov/careers/search">www.nyc.gov/careers/search</a> and search for Job ID# 540677</p>	
<b>Posting Date:</b> 07/14/2022	<b>Post Until:</b> 12/08/2022

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