

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

Civil Service Title: CONFIDENTIAL INVESTIGATOR	Level: 01
Title Code No: 06547	Salary: \$40,772.00/\$43,969.00-\$58,469.00 Frequency: ANNUAL
Business Title: Confidential Investigator	Work Location: 2 Lafayette St., N.Y.
Division/Work Unit: Conflicts of Interest Board	Number of Positions: 1
Job ID: 251620	Hours/Shift: 9 a.m. - 5 p.m.
Job Description	
<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 and is responsible for administering and enforcing the City's conflicts of interest and financial disclosure laws. (See the Board's website at http://nyc.gov/ethics.) The Board's legal staff, consisting of nine attorneys, gives advice to the City's public servants about whether their proposed conduct conforms to the requirements of the conflicts law and prosecutes suspected violations of the law. Under the supervision of the Board's General Counsel, the successful candidate will perform various confidential investigator duties, including: draft advisory opinions and staff advice letters; draft enforcement memoranda and pleadings; maintain and update legal files; conduct legal research; perform routine administrative duties when necessary including photocopying, scanning, and shredding confidential documents. Under the supervision of its Executive Director, the Board's legal staff functions as a collegial, high quality law firm. The successful candidate must possess the maturity, discretion, and judgment necessary for the handling of a myriad of sensitive and often confidential matters and the willingness to provide professional support to the office's legal staff as needed.</p>	
Minimum Qualification Requirements	
<p>Qualification Requirements</p> <ol style="list-style-type: none"> 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. 	
Preferred Skills	
<p>Computer skills essential, including proficiency with Powerpoint, Excel, Word, and other Microsoft Office applications as well as Internet-based research. Good communication skills, oral and written, are essential.</p>	
Residency Requirement	
<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>	
To Apply	
<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#251620. For all other applicants: Go to www.nyc.gov/careers/search and search for Job ID#251620.</p>	
Posting Date: 08/09/2016	Post Until: 08/23/2016

The City of New York is an Equal Opportunity Employer