

# **JOB POSTINGS**

## **Investigations and Enforcement Division [3]:**

- Investigative Counsel
- Senior Investigator
- Confidential Investigator

## **Communications and Public Information Division [2]:**

- Director of Communications and Public Information Officer
- Communications Assistant

## **Ethics Division; Financial Disclosure Statement Unit [2]:**

- Assistant Director of Financial Disclosure Statements
- FDS Assistant Filings Specialist

## **Ethics Division/Lobbying Division (shared) [2]:**

- Compliance Auditor [Compliance Audit and Review Unit]
- Compliance Analyst [Compliance Audit and Review Unit]

## **Lobbying Division [3]:**

- Assistant Filings Specialists – 3

## **Administration Division [1]:**

- Confidential Clerk

## Investigative Counsel

**Location: Albany / Buffalo / NYC**

The NYS Commission on Ethics and Lobbying in Government (“Commission”) seeks an Investigative Counsel to join its Investigations and Enforcement Division. The position assists with performance of the Commission’s substantive statutory duties to investigate possible violations of, and to enforce, the state’s ethics and lobbying laws. The Investigative Counsel conducts sensitive and complex investigations and administrative proceedings relating to alleged ethics and lobbying law violations, gathering evidence, interviewing witnesses, preparing subpoenas, preparing investigation reports, and working with other law enforcement agencies. Investigative Counsel also assists with review of case files, complaints, referrals, and tips of potential violations of laws within the Commission’s jurisdiction.

### **Minimum Requirements:**

- Candidates must have been admitted to the New York State Bar, be in good standing and must have a minimum of 5 years of experience in the practice of law subsequent to admission to the Bar.
- Litigation experience, including gathering evidence, interviewing witnesses, negotiating settlements, and trials/adjudicative proceedings required; experience in law enforcement, fraud, or public integrity investigations preferred.
- Strong writing skills required.
- Knowledge of New York state criminal, ethics, and lobbying laws preferred.

Interested candidates should submit a current resume and cover letter, two writing samples, and the name, address, phone number and email address of three professional references, in confidence, to:

### **By mail:**

NYS Commission on Ethics and Lobbying in Government  
540 Broadway  
Albany, New York 12207

### **By email:**

[ethics@ethics.ny.gov](mailto:ethics@ethics.ny.gov)

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## Senior Investigator

### Location: NYC

The New York State Commission on Ethics and Lobbying in Government (“Commission”) seeks experienced investigators to join its Investigations and Enforcement Division in New York City. Responsibilities will include investigating allegations of violations of the State's ethics and lobbying laws, gathering evidence, interviewing witnesses, preparing and delivering subpoenas, preparing investigation reports, testifying in court and at administrative hearings, maintaining an investigations database, and working with other law enforcement agencies. The position requires travel throughout New York state as necessary to conduct meetings, investigations, and audits.

### Minimum Requirements:

Candidates must possess a minimum of 15 years or more of law enforcement or other investigative experience, at least 5 years of which involved fraud or public integrity matters, and knowledge of New York state criminal, ethics, and lobbying laws. State government experience and experience with employment investigations, including sexual harassment, is preferred.

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## Confidential Investigator

### Location: Albany

The Commission on Ethics and Lobbying in Government (“Commission”) seeks a Confidential Investigator to join its Investigations and Enforcement Division. The position assists with intake and management of complaints and referral of potential violations of laws within the Commission’s jurisdiction. The Confidential Investigator analyzes complaints to determine if allegations raise potential violations of the Public Officers Law, the Lobbying Act, or the Civil Service Law; makes recommendations to the Chief Investigator as to disposition of complaints; and develops an investigation plan in conjunction with Counsel’s Office. In addition, the position extracts information through application of interview techniques and obtains information through inquiry, subpoena, and other investigative methods. The Confidential Investigator is entrusted with sensitive information and material, the confidentiality of which must be scrupulously maintained, and must exercise discretion in discussions and utmost care in handling sensitive materials to protect the confidentiality of matters before the Commission.

### Minimum Requirements:

Candidates must have more than five years of investigative experience. State government experience and knowledge of New York state criminal, ethics, and lobbying laws preferred. Ability to travel required.

Interested candidates should submit a current resume and cover letter, two writing samples, and the name, address, phone number and email address of three professional references, in confidence, to:

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## **DIRECTOR OF COMMUNICATIONS AND PUBLIC INFORMATION OFFICER**

### **Location: Albany**

The NYS Commission on Ethics and Lobbying in Government (“Commission”) seeks a Director of Communications and Public Information Officer to manage and coordinate agency communications with and outreach to the public, regulated entities, other governmental entities, and within the agency itself. The Director of Communications and Public Information Officer must balance the confidentiality requirements that apply to a good deal of the Commission's work with the goal of making publicly available and affording public access to information about the Commission, its work and its mission, and providing ready access to the extensive filings maintained by the Commission that are available to members of the public and the media. The Director of Communications and Public Information Officer is responsible for establishing, initiating, and overseeing integrated strategies, plans, and programs designed to ensure that all communication and public relations efforts of the Commission are cohesive, consistent, and effective in supporting the mission and advancing the work and goals of the Commission; in planning, developing, directing, and coordinating comprehensive communication programs, to include media, public information and publications, in close collaboration with other Commission communications and/or public relations and information activities; and in providing direct and proactive communications and public relations advice to executive staff and commissioners.

### **Minimum Requirements:**

Exceptional communications and analytical skills, with ten years’ experience in public relations and communications, preferably with a government agency, including five years in a managerial and public-facing position. Experience in website management, configuration and maintenance and in digital communication. Bachelor’s degree.

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## COMMUNICATIONS ASSISTANT

### **Location: Albany**

The NYS Commission on Ethics and Lobbying in Government (“Commission”) seeks a Communications Assistant to assist the Director of Communications and Public Information Officer handle and coordinate agency communications with the public, regulated entities, other governmental entities, and within the agency itself. While much of the Commission’s work is confidential, the Communications Assistant must balance the confidentiality requirements of the Commission's work with the public's access to information about the Commission and the extensive filings maintained by the Commission that are available to members of the public and the media. In addition, the Communications Assistant shall assist with the Commission’s mandate to provide guidance to those under its jurisdiction through publications and its educational program.

### **Minimum Requirements:**

College degree and some experience in news and social media, communications, or public relations required.

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## **ASSISTANT DIRECTOR OF FINANCIAL DISCLOSURE STATEMENTS (FDS)**

### **Location: Albany**

The NYS Commission on Ethics and Lobbying in Government (“Commission”) seeks an Assistant Director of FDS to assist the Deputy Director of FDS in administering the financial disclosure filing program pursuant to Section 73-a of the Public Officers Law, by working with filers, ethics officers, and appointing authorities to achieve compliance with the financial disclosure law; maintain the FDS online application and filer records; prepare and issue notices of failure to file and delinquency; and review and track filings, among other duties.

### **Minimum Requirements:**

Candidates must have at least three years’ experience with the FDS filing program and be knowledgeable of the New York state financial disclosure law and the Commission’s enabling statute. Candidates must also possess and demonstrate excellent communication skills, experience with Microsoft Office software and database entry, and strong attention to detail. Technology or database experience is recommended.

Interested candidates should submit a current resume and cover letter, and the name, address, phone number and email address of three professional references, in confidence, to:

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## **FDS ASSISTANT FILINGS SPECIALIST**

### **Location: Albany**

The NYS Commission on Ethics and Lobbying in Government (“Commission”) seeks a FDS Assistant Filings Specialist to join its Financial Disclosure Statement Unit. The Financial Disclosure Statement Unit administers the Commission’s Financial Disclosure Statement (“FDS”) filing program, under which certain state elected officials, officers, and employees are required to file a FDS on an annual basis with the Commission pursuant to the Public Officers Law. The FDS Assistant Filings Specialist assists with the FDS program by, among other things, processing hardcopy filings; updating and maintaining the online filing system; assisting filers; tracking filings; preparing, mailing, logging, and tracking notices for incomplete filings and non-filers; and assisting in coordinating the review of FDS filings for completeness and compliance with the Public Officers Law. The assigned program area of an FDS Assistant Filings Specialist may be changed over time as experience is gained to provide experience in all program areas.

### **Minimum Requirements:**

Candidates must have excellent communication skills; experience using Microsoft Office products and with data entry; strong attention to detail; and good organizational skills for this busy office environment. Candidates should have one to three years' experience in administrative and/or technical support. Post-secondary education is preferred. Technology or database experience recommended.

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## COMPLIANCE AUDITOR

### Location: Albany or Buffalo

The New York State Commission on Ethics and Lobbying in Government (“Commission”) seeks a Compliance Auditor to join its Compliance Audit and Review Unit. The unit is responsible for examining statutory filings and implementing the Commission’s Random Audit Program. The responsibilities of the Compliance Auditor will include conducting entrance and exit conferences with filers and filer representatives; preparing and presenting detailed reports on technical findings; serving as a technical expert in investigations; reviewing and analyzing supporting evidence provided by audit subjects to substantiate statutory filings; and traveling throughout New York state as necessary to conduct field audits.

The Compliance Auditor is entrusted with sensitive information and material, the confidentiality of which must be scrupulously maintained; the incumbent must exercise discretion in discussions and utmost care in handling sensitive materials to protect the confidentiality of matters before the Commission.

### Minimum Requirements:

- A bachelor's degree in accounting, business administration or management, economics, finance, public administration, public policy, political science, or related field.
- Working knowledge of fundamental accounting principles and audit practices.
- Experience in either: (1) compliance auditing; or (2) program analysis; or (3) financial analysis and auditing.
- Ability to summarize and support technical findings clearly, both orally and in writing.
- An aptitude for critical analysis.
- Comfortable in conducting interviews.
- Exceptional spreadsheet skills. Knowledge of audit software and/or database software is a plus.
- Two years of accounting or program review experience.

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## COMPLIANCE ANALYST

### **Location: Albany or Buffalo**

The New York State Commission on Ethics and Lobbying in Government seeks a Compliance Analyst to join its Compliance Audit & Review Unit. The unit is responsible for examining statutory filings and implementing the Commission's audit programs. The responsibilities of the Compliance Analyst will include conducting random and targeted reviews of Financial Disclosure Statements submitted by certain public officials; preparing and presenting detailed reports on findings; serving as a resource for investigations; reviewing and analyzing supporting evidence provided to substantiate filings; and communicating with filers to generate full compliance with reporting requirements.

A Compliance Analyst is entrusted with sensitive information and material; confidentially must be scrupulously maintained, discretion exercised in discussions, and utmost care taken in handling sensitive materials to protect the confidentiality of matters before the Commission.

### **Minimum Requirements:**

- A bachelor's degree in accounting, business administration or management, economics, finance, public administration, public policy, political science, or related field.
- Experience preferred in: (1) compliance auditing; (2) program analysis; (3) or investigations.
- Ability to summarize and support findings clearly, both orally and in writing.
- An aptitude for critical analysis.
- Comfortable in conducting interviews.
- Exceptional spreadsheet skills. Knowledge of Lexis or other research databases.

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## **Assistant Filings Specialist -- Lobbying**

### **Location: Albany**

The New York State Commission on Ethics and Lobbying in Government seeks an Assistant Filings Specialist to join its Lobbying Compliance Statutory Filings Unit. The unit is responsible for providing assistance to users filing lobbying reports. The responsibilities of the Assistant Filings Specialist include providing technical and administrative support, such as Help Desk services for the lobbying online filing application, data entry, filing, and other clerical duties.

### **Minimum Requirements:**

The candidate for this position must have excellent communication and computer skills, including experience using Microsoft Office products, as well as good organizational skills for this busy office environment. The candidate should have one to three years' experience in administrative and/or technical support. Post-secondary education is preferred. Experience in a Help Desk environment and performing data entry is a plus.

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## Confidential Clerk

### Location: NYC

The NYS Commission on Ethics and Lobbying in Government seeks an energetic person with good communication and organizational skills to work in a busy office environment; must have excellent computer skills, including experience using Microsoft Office software.

Duties of this position include general administrative support functions such as answering phones, greeting and assisting visitors, handling mail, photocopying, collating, proof-reading documents and correspondence, answering general questions, logging revenues, and assisting with preparation of materials for fiscal transactions.

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