



CITY OF PHILADELPHIA

BOARD OF ETHICS
One Parkway Building
1515 Arch Street
18th Floor
Philadelphia, PA 19102
(215) 686 – 9450
FAX 686 – 9453

Philadelphia Board of Ethics Staff Attorney Position Description

The Board of Ethics Staff Attorney will be a highly motivated and creative attorney with a commitment to promoting integrity in government. She or he will have diverse skills and will work closely with and provide support to other Board attorneys as they render advice, develop and provide training, and conduct compliance and enforcement activity.

The Board of Ethics is an independent City agency charged with administering, enforcing, and providing advice and training on Philadelphia's ethics, campaign finance, and lobbying laws. These laws include standards of conduct for City employees, financial disclosure, restrictions on political activities, campaign contribution limits, and lobbying registration and reporting requirements. The five-member volunteer board, which is appointed by the Mayor and confirmed by City Council, was established by a May 2006 amendment to the Philadelphia Home Rule Charter and has been in operation since November 2006. Board Staff carries out the day-to-day functions of the Board and is subject to the Board's oversight.

The Board of Ethics offers a collaborative and intellectually stimulating small office environment in which to practice law. The Board's work involves a variety of interesting and challenging legal and policy issues.

Qualifications

- Excellent communication skills, including the ability to listen, answer questions, explain complex legal requirements, and talk to varied audiences
- Two years of legal experience preferred
- Excellent presentation and public speaking skills
- Strong analytical, writing, editing, and organization skills
- Strong interpersonal skills, including the ability to work on teams and collaborate with many people on multiple projects

- Demonstrated teaching or training experience
- Litigation experience desirable
- Ability to engage with seasoned City officials, campaign officials, politicians, and lobbyists
- Facility with technology such as computer-based training software
- Attentiveness to detail
- Sound legal and practical judgment
- Ability to respond to changing priorities
- Enthusiasm for the work of a public integrity agency
- Law degree from an accredited law school
- Member in good standing of the Pennsylvania Bar
- Resident of the City of Philadelphia within 6 months of appointment
- May not have been found guilty of any criminal conduct or of any misconduct by a professional discipline or ethics review authority

Compensation

Compensation is competitive with comparable public sector positions and will be determined based upon the qualifications of the successful candidate. Benefits include health, dental and life insurance coverage and vacation, sick leave and paid holidays. The Staff Attorney position is exempt from Civil Service requirements.

How to Apply

Review of applications for the Staff Attorney position will begin on February 24, 2014 and will continue until a candidate is chosen. To apply, please mail a letter of interest, a resume that includes current salary, and contact information for three professional references. Please address your cover letter to:

Nedda Massar
City of Philadelphia Board of Ethics
One Parkway Building, 18th Floor
1515 Arch Street
Philadelphia, PA 19102

Applicants may later be asked to provide additional materials and will be notified before any references are contacted. Employment offers are conditioned upon successful completion of a background check and a City tax compliance check.