



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 Philadelphia Board of Ethics is seeking a highly motivated attorney with a commitment to promoting integrity in government to serve as a Staff Attorney. The Board of Ethics is an independent City of Philadelphia 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.

Job Description

The Board of Ethics Staff Attorney will assist with enforcement, compliance, and education efforts and will report to the Board's Executive Director. 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.

Responsibilities:

- Assist in the Board's compliance efforts by reviewing filings submitted pursuant to the City's campaign finance, lobbying, and financial disclosure laws
- Identify potential violations of laws within the jurisdiction of the Board by reviewing complaints and publicly available information
- Assist in Board investigations by reviewing and organizing documents, interviewing witnesses, taking statements under oath, and preparing subpoenas and requests for information
- Conduct and report on legal and non-legal research, often under tight deadlines

- Draft memoranda, settlement agreements, pleadings, and other documents related to the Board’s compliance and enforcement efforts
- Prepare educational materials and assist with trainings
- Respond to questions and requests from City employees and members of the public while exhibiting the highest levels of courtesy and professionalism
- Other projects and tasks as required

Qualifications

- At least two years of legal experience
- 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

Competencies, Knowledge, Skills and Abilities

- Excellent communication skills, including the ability to listen, answer questions, explain complex legal requirements, and talk to varied audiences
- Strong analytical, writing, editing, and organization skills
- Litigation experience desirable
- Facility with standard office software programs
- Sound legal and practical judgment
- Ability to respond to changing priorities
- Enthusiasm for the work of a public integrity agency

Additional Information

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 continue until a candidate is chosen. To apply, please send an email to ethics.hiring@phila.gov and attach a single PDF document containing: (1) a résumé; (2) a letter of interest; and (3) three professional references. Please direct questions related to this position to Nedda.Massar@phila.gov. 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.

The City of Philadelphia is an Equal Opportunity employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status. If you believe you were discriminated against, call the Philadelphia Commission on Human Relations at 215-686-4670 or send an email to faqpchr@phila.gov. For more information, go to: Human Relations Website: <http://www.phila.gov/humanrelations/Pages/default.aspx>