

Philadelphia Board of Ethics Associate General Counsel Position Description

The Philadelphia Board of Ethics seeks a talented attorney committed to promoting integrity in City government to serve as the Associate General Counsel. The Associate General Counsel will assist the General Counsel in serving as legal adviser to the Board and its Staff and in helping the regulated community understand and comply with the public integrity laws over which the Board has jurisdiction. The position reports to the General Counsel and is accountable to the Board.

The Associate General Counsel position is a senior-level position in a small staff and is not an entry-level position. The Associate General Counsel must be able to work independently and manage diverse projects of high complexity with minimal supervision. The work is interesting and fast-paced, requiring quick analysis, flexibility to adjust to changing priorities, and the ability to move multiple projects forward simultaneously.

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 in May 2006 through voter approval of an amendment to the Philadelphia Home Rule Charter.

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

- Interpret laws and regulations relevant to the Board's responsibilities
- Provide guidance to the regulated community by telephone, email, and in-person
- Provide legal advice to the Board and Staff on an ongoing basis
- Draft advisory opinions, regulations, and plain language educational materials
- Conduct and report on legal research
- Assist with administrative adjudications and proposed settlement agreements
- Support the Board's training efforts
- Assist with other projects as requested by the General Counsel

Qualifications

- Strong analytical and problem-solving skills with a demonstrated ability to identify and analyze quickly the legal issues within complex fact patterns
- Exceptional writing and editing skills, including experience with drafting and editing substantial written work product
- Enthusiasm for collaborating with teammates, including by engaging in a writing process that relies on multiple rounds of feedback and revision
- Excellent communication skills, including the ability to listen, answer questions, explain complex legal requirements, make public presentations, and talk to diverse audiences
- Attention to detail with an ability to review for quality assurance
- Ability to organize and manage varied short-term and long-term projects and to meet deadlines with consistently high-quality work product
- Motivated, self-driven, and proactive with strong interpersonal skills
- Law degree from an accredited law school and member in good standing of the Pennsylvania Bar. At least four years legal experience preferred.
- 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 disciplinary authority

Compensation

Compensation is competitive with comparable public sector positions. Benefits include regular hours, health, dental and life insurance coverage, and vacation, sick leave and paid holidays. The Associate General Counsel position is exempt from Civil Service requirements.

How to Apply

Review of applications for the Associate General Counsel position will begin on October 19, 2018, and will continue until a candidate is chosen. To apply, please send an email to ethics.hiring@phila.gov and attach a single PDF document with these materials in the following order: (1) résumé; (2) letter of interest that includes salary requirements; and (3) three professional references. Applicants 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.