Staff Attorney

Agency Description

The Board of Ethics is an independent body that administers and enforces the City's ethics, campaign finance, and lobbying laws. The Board's mission is carried out by a dedicated team of approximately ten attorneys and compliance professionals. Board Staff carries out the day-to-day functions of the Board and is subject to the Board's oversight. Board Staff provides advice, training, and compliance assistance to City workers, candidates, lobbyists, businesses, and City residents. Board Staff investigates and prosecutes violations of the City's campaign finance and lobbying laws, financial disclosure requirements, conflict of interest rules, political activity restrictions, and other ethics rules.

Job Description

The Board of Ethics is seeking a highly motivated and creative attorney with a commitment to promoting integrity in government. The Staff Attorney will report to the Board's General Counsel. The Staff Attorney will work closely with other Board attorneys to support the Board's administration, interpretation, and enforcement of the City's ethics, campaign finance, lobbying, and financial disclosure laws.

Responsibilities will include, but are not limited to:

- Providing guidance to City employees about application of ethics rules and financial disclosure requirements
- Drafting regulations interpreting the laws within the Board's jurisdiction
- Conducting legal and policy research
- Preparing reports, presentations, and memoranda to assist General Counsel Staff in advising the Board
- Assisting with the implementation and management of the Board's training and outreach program, including developing training presentations and educational materials
- Providing filing support and compliance review related to the City's campaign finance, lobbying, and financial disclosure laws

Qualifications

Education and Experience

- At least two years of legal experience
- Law degree from an accredited law school
- Member in good standing of the Pennsylvania Bar
- Successful candidate must be a City of Philadelphia resident within six months of hire
Key Competencies

- Excellent communication and public speaking skills, including the ability to listen, answer questions, explain complex legal requirements, and customize presentation style and content for diverse audiences
- Ability to clearly communicate information and ideas through both formal and informal written work product
- Strong interpersonal skills, including the ability to work on teams and collaborate with colleagues from other City offices
- Excellent research skills, including familiarity with administrative law and historical legislative and regulatory materials
- Strong analytical and problem-solving skills, with a demonstrated ability to identify and analyze legal issues within complex fact patterns

Preferred Experience

- Legislative or regulatory drafting
- Designing education or training programs for adult audiences
- Legal intake, client services, or customer support
- Data analysis and visualization
- Content development for social media or websites

Company Description

A best-in-class city that attracts best-in-class talent, Philadelphia is an incredible place to build a career. From our thriving arts scene and rich history to our culture of passion and grit, there are countless reasons to love living and working here. With a workforce of over 30,000 people, and more than 1,000 different job categories, the City of Philadelphia offers boundless opportunities to make an impact.

As an employer, the City of Philadelphia values inclusion, integrity, innovation, empowerment, and hard work above all else. We offer a vibrant work environment, comprehensive health care and benefits, and the experience you need to grow and excel. If you’re interested in working with a passionate team of people who care about the future of Philadelphia, start here.

What We Offer:

- **Impact** - The work you do here matters to millions.
- **Growth** - Philadelphia is growing; why not grow with it?
- **Diversity & Inclusion** - Find a career in a place where everyone belongs.
- **Opportunities in Tech** - Don’t wait for the future; shape it.
- **Benefits** - We care about your well-being.
Did you know?

• The City is a Public Service Loan Forgiveness Program qualified employer
• Employees are eligible for a 25% tuition discount program (and sometimes spouses and dependents as well) in partnership with area colleges and universities
• We offer comprehensive health coverage for employees and their eligible dependents
• Our wellness program offers eligibility into the discounted medical plan
• Employees receive paid vacation, sick leave, and holidays
• Generous retirement savings options are available

Application Instructions

Applications must include a letter of interest, resume, and contact information for three professional references. Application materials should be emailed to ethics.hiring@phila.gov c/o Michael J. Cooke, General Counsel. All questions regarding this posting should be directed to Thomas E. Klemm at thomas.klemm@phila.gov or 215-686-9450.

Candidates will be notified before references are contacted. Candidates may be asked to provide additional materials. Applications will be accepted until the position is filled. Employment offers are conditioned upon successful completion of a background check and a City tax compliance check.

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.

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.