

# **STATE ETHICS COMMISSION**

## **Job Opportunity: Assistant Agency Counsel**

The State Ethics Commission is an independent state agency that administers and civilly enforces the provisions of the conflict of interest and financial disclosure laws. The mission of the Commission is to foster integrity in public service in state, county and local government, to promote the public's trust and confidence in that service, and to prevent conflicts between private interests and public duties. The Commission strives to accomplish this mission by conducting educational programs, providing clear and timely advice, and fairly and impartially interpreting and enforcing the conflict of interest and financial disclosure laws. Please see our website for more information: <https://www.mass.gov/orgs/state-ethics-commission>

### **Description:**

The State Ethics Commission seeks candidates for the full-time position of Assistant Agency Counsel. The Assistant Agency Counsel will report to and be supervised by the Commission's General Counsel and Legal Division Chief except when assigned to perform Enforcement duties which will be supervised by the Enforcement Division Chief. Legal Division Duties for this position may include:

- Responding to requests for advice concerning G.L. c. 268A, the conflict of interest law, and G.L. c. 268B, the financial disclosure law;
- Reviewing disclosures filed with the Commission pursuant to c. 268A and statements of financial interest filed pursuant to c. 268B;
- Assisting in drafting regulations, advisories and other informational materials concerning c. 268A and c. 268B as requested by the General Counsel; and
- Additional duties as assigned.

Enforcement Duties for this position may include:

- Investigating alleged violations of the state conflict of interest and financial disclosure laws, G.L. c. 268A and 268B;
- Resolving violations of those laws through educational letters or disposition agreements;
- Prosecuting alleged violations of the conflict of interest and financial disclosure laws in Commission adjudicatory proceedings;
- Reporting to the Commission regarding enforcement activities; and
- Additional duties as assigned.

In addition, the duties for this position may include support of the Commission's Public Education and Communications Division, including assisting in creating and revising Commission website content and other educational materials.

The employees of the State Ethics Commission are required to observe strict confidentiality requirements. The Assistant Agency Counsel must understand and comply with all confidentiality restrictions applicable to Commission employees.

**Qualifications:**

Juris Doctor degree from an accredited law school and a minimum of three years of legal employment experience is required. At least one year of litigation experience is preferred. Must be a member in good standing of the Massachusetts bar.

The successful candidate will have discretion and sound judgment, outstanding analytical, research, interpersonal and written and oral communications skills, the ability to work both independently and as part of a team, and the ability to multi-task and meet deadlines. Proficiency in conducting internet research and in the use of Microsoft Office products is required.

Knowledge of Massachusetts state, county and municipal government, civil litigation, and administrative law and procedure is preferred. Familiarity with the state conflict of interest and financial disclosure laws, public records and open meeting laws, and public procurement and employment laws is desirable.

**Salary:**

The salary range for this position is \$70,000 to \$106,000 annually depending on experience. This position is funded from the Commonwealth's annual operating budget and is subject to appropriation.

**How to Apply:**

Persons interested in being considered for this position should submit a cover letter and resume in confidence to David A. Wilson, Executive Director, at [resume@mass.gov](mailto:resume@mass.gov) by February 19, 2021. Resumes submitted without a cover letter will not be considered.

This position has also been posted on the MassCareers Job Opportunities website at: <https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=210000F3>

The State Ethics Commission is an Equal Opportunity Employer.