

## Job Posting: Assistant Enforcement Counsel

**Attention Applicants:** Please do not apply for this position using the MassCareers website. If you apply through the 'Apply Online' link on the MassCareers page, you will not be considered for this position.

**How To Apply:** Persons interested in being considered for this position should submit a cover letter and resume to Monica Brookman, Enforcement Division Chief, at [resume@mass.gov](mailto:resume@mass.gov) by June 3, 2022. Resumes submitted without a cover letter will not be considered.

You have successfully applied to the position only when you receive an e-mail from the State Ethics Commission. If you just receive an e-mail from MassCareers and not one from the Commission, you have **not** successfully applied. Please call 617-731-9500 with any questions.

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 Enforcement Counsel. The Assistant Enforcement Counsel will be a member of the Commission's Enforcement Division and report to the Enforcement Division Chief. Duties for this position will include:

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

The employees of the State Ethics Commission are required to observe strict confidentiality requirements. The Assistant Enforcement 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, including at least one year of litigation experience. 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, administrative law and procedure, and civil or criminal investigations is preferred. Familiarity with the state conflict of interest and financial disclosure laws is desirable.

**Comments:**

COVID-19 vaccination is required of all Commission employees. Absent an approved medical or religious accommodation or pregnancy exemption, all new hires must be fully vaccinated, including booster(s), prior to beginning employment with the Commission.

All Commission employees must be sensitive to the confidential nature of the Commission's functions and must comply with all confidentiality requirements.

**Salary:**

The salary range for this position is \$70,000 to \$107,000 annually depending on experience. This position is funded from the Commonwealth's annual operating budget and is subject to appropriation.

**The State Ethics Commission is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, pregnancy, age, national origin, disability, sexual orientation, gender identity or expression, or other factors protected by law.**

**Date Posted:** May 2, 2022