

JOB POSTING: GENERAL COUNSEL/LEGAL DIVISION CHIEF

The Massachusetts State Ethics Commission seeks highly qualified candidates for the position of **GENERAL COUNSEL AND LEGAL DIVISION CHIEF**.

The General Counsel/Legal Division Chief is the Commission's chief legal officer and manages the Commission's Legal Division and its staff of five attorneys and one administrative assistant. The General Counsel/Legal Division Chief performs, and supervises the Legal Division attorneys as they perform, duties including providing written and oral advice concerning the state conflict of interest and financial disclosure laws, drafting Commission opinions and advisories, serving as legal advisor to the Commission during adjudicatory proceedings, and representing the Commission in court. Additional duties include reviewing municipal counsel opinions, advising the Executive Director and the Commission on legal issues affecting the agency, and conducting public education seminars. The General Counsel/Legal Division Chief reports to the Commission and the Executive Director.

The General Counsel/Legal Division Chief position requires substantial experience and skill both as an attorney and as a manager. Candidates must have at least eight years of legal practice experience, including significant experience in civil litigation, and familiarity with administrative law and practice and state regulations. At least three years of substantial management experience is strongly preferred. Knowledge of Massachusetts state, county, and municipal government; of the public records and open meeting laws; of employment law; and of the state conflict of interest and financial disclosure laws is also strongly preferred. Candidates must have outstanding leadership, analytical, research, and written and oral communication skills.

Proficiency in Microsoft Office and the ability to learn and use the Commission's case management application is required. Must have a J.D. degree and be a member in good standing of the Massachusetts bar. The position's salary range is \$85,000 to \$125,000 annually.

Persons interested in being considered for the General Counsel/Legal Division Chief position should submit a cover letter and resume in confidence to the attention of David A. Wilson, Executive Director, at resume@state.ma.us by March 9, 2018. Resumes submitted without a cover letter will not be considered.

This position has also been posted on the MassCareers website. View this job at: <https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=180000MU&tz=GMT-05%3A00>

The State Ethics Commission is an Equal Opportunity Employer.

Posted: February 2, 2018