

**City of Oakland  
Public Ethics Commission  
Law Clerk/Externship**



### **Commission Overview**

The City of Oakland Public Ethics Commission fosters transparency, promotes open government, and ensures compliance with campaign finance and transparency laws through a comprehensive approach that incorporates prevention, enforcement, and collaboration. Created in 1996 with the goal of ensuring "fairness, openness, honesty and integrity" in city government, the Commission is charged with overseeing compliance with Oakland's Government Ethics Act, Campaign Reform Act, City Council Code of Conduct, Sunshine Ordinance, the Limited Public Financing Act, the Lobbyist Registration Act and Oakland's False Endorsement in Campaign Literature Act.

The Commission consists of a seven-member board of volunteer Oakland residents, each serving a three-year term. The board is staffed by a team of 6: Executive Director (attorney), Deputy Director/Enforcement Chief (attorney), Investigator (attorney), Two Analysts, and an Administrative Assistant. The City Attorney is the Commission's legal advisor.

### **Position Description**

Under the direct supervision of the Deputy Director, the Public Ethics Commission law clerk will investigate and evaluate complaints alleging violations of local sunshine (public records and open meetings), campaign finance, and ethics-related laws and policies. The law clerk will draft legal analyses and recommendations for review by the Deputy Director and City Attorney's office, for final determination by the Commission. As the PEC has the power to mediate disputes, subpoena testimony and documents, and hold hearings, students may assist with these proceedings as well. Finally, there may be additional legislative and policy-making activities that could include legal research and investigation of the policies and procedures of other ethics and open-government related entities such as the California Fair Political Practices Commission and/or the ethics commissions in other cities.

### **Candidate Qualifications**

The ideal candidate would bring the following skills:

- Strong organizational, analytical, and oral and written communication skills
- Ability to take initiative and think creatively
- Collaborative and positive attitude
- Interest in public administration, good government, public policy, sociology, mediation, ethics or related fields
- Proficiency in using a computer, internet searching, emailing, and working in basic computer office programs

Please send resume and cover letter detailing your interests and experience to:

Whitney Barazoto, Executive Director

**Public Ethics Commission**

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