

City of New York
CIVILIAN COMPLAINT REVIEW BOARD
CITYWIDE JOB VACANCY NOTICE

Civil Service Title: Executive Agency Counsel (M-II)

Title Code: 95005

Office Title: APU Prosecutor

Agency Division: Administrative Prosecution Unit (“APU”)

Work Location: 100 Church Street, 10th Floor., NYC

No. of Positions: 1

Salary: Commensurate with experience (M-II salary range: \$70,000-90,000)

The Civilian Complaint Review Board (“CCRB”) is charged with investigating, mediating and prosecuting complaints from members of the public against New York City police officers involving the use of force, abuse of authority, discourtesy or offensive language. As the largest police oversight agency in the United States, the CCRB currently handles approximately 6,000 complaints each year. The board's investigative staff, composed entirely of civilian employees, conducts the agency's investigations. Additional information concerning the CCRB is available at www.nyc.gov/ccrb.

The CCRB’s Administrative Prosecution Unit (“APU”) prosecutes cases in which the CCRB Board substantiated a complaint and recommended that charges be brought against the subject officer. The unit is headed by a Chief Prosecutor and a Deputy Chief Prosecutor and staffed with ten prosecutors. Prosecutors will report directly to the APU's Deputy Chief.

JOB DESCRIPTION

The Prosecutors’ responsibilities include, but are not limited to:

- preparing cases for trial, including identifying and interviewing witnesses, gathering and analyzing evidence, developing trial strategies, drafting opening and closing arguments, presenting and cross examining witnesses at trial, etc.;
- preparing briefs, motions, legal opinions and other legal documents;
- negotiating plea agreements and recommending penalties when appropriate;
- maintaining accurate and complete records of actions taken during the course of the prosecution;
- working closely with CCRB investigators;
- being knowledgeable about NYPD policies and procedures;
- coordinating with the NYPD Department Advocate's Office as necessary;
- participating in the training of CCRB investigators; and
- performing special projects and developing policy recommendations for CCRB's Board and Executive staff as needed.

QUALIFICATIONS

Juris Doctor degree and admission to the New York State Bar, with a minimum of four years of relevant legal experience, including significant experience with criminal and/or administrative

trials and familiarity with policing issues is preferred. Incumbents must remain members of the New York State Bar in good standing for the duration of this employment.

MINIMUM QUALIFICATION REQUIREMENTS

Admission to the New York State Bar; and four years of recent full-time responsible, relevant, satisfactory legal experience subsequent to admission to any bar, eighteen months of which must have been in the supervision of other attorneys, in an administrative, managerial or executive capacity, or performing highly complex and significant legal work. Incumbents must remain members of the New York State Bar in good standing for the duration of this employment

NOTE: New York City residency is required within 90 days of appointment. However, City employees in this title who have worked for the City for two continuous years, may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County.

TO APPLY

CITY EMPLOYEES:

- 1) Apply through **Employee Self Service (ESS)** under Recruiting Activities
- 2) Search for **Job ID# 181219**
- 3)

FOR ALL OTHER APPLICANTS:

- 1) Go to www.nyc.gov/careers/search
- 2) Search for **Job ID# 181219**

Post Date: 1/15/15	Post Until Filled	JVN: 181219
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The City is an Equal Opportunity Employer.