

**City of New York
CIVILIAN COMPLAINT REVIEW BD
Job Posting Notice**

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| Civil Service Title: AGENCY ATTORNEY INTERN | Level: 00 |
| Title Code No: 30086 | Salary: \$52,482.00/\$60,534.00-\$63,722.00 Frequency: ANNUAL |
| Business Title: Junior Prosecutor | Work Location: 100 Church St., N.Y. |
| Division/Work Unit: Civilian Complaint Review Bd | Number of Positions: 1 |
| Job ID: 187713 | Hours/Shift: |
| Job Description | |
| <p>The Civilian Complaint Review Board 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 5,000 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.</p> <p>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. The Junior Prosecutor will report directly to the APU's Deputy Chief.</p> <p>JOB DESCRIPTION</p> <p>The Junior Prosecutor's responsibilities include, but are not limited to:</p> <p>Aids in preparation of cases for trial while under the supervision of a prosecutor, including identifying and interviewing witnesses, gathering and analyzing evidence, assisting in the developing trial strategies, drafting and delivering opening and closing arguments, presenting and cross examining witnesses at trial, etc.;</p> <p>Aids in preparation of Fogel Letters and other memoranda while under the supervision of a prosecutor;</p> <p>Researches legal issues, opinions, and decisions in preparation of legal briefs for the Board and the Deputy Commissioner of Trials while under supervision of a prosecutor;</p> <p>Maintains accurate and complete records of actions taken during the course of the prosecution.</p> | |
| Minimum Qualification Requirements | |
| Graduation from an accredited United States law school as defined in the Rules of the New York Court of Appeals (Sections 520.3 or 520.5) or admission to the New York State Bar. | |
| Preferred Skills | |
| Additional Information | |

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

To Apply

CITY EMPLOYEES:

- 1) Apply through Employee Self Service (ESS) under Recruiting Activities
- 2) Search for Job ID# 187713

FOR ALL OTHER APPLICANTS:

- 1) Go to www.nyc.gov/careers/search
- 2) Search for Job ID# 187713

Recruitment Contact

Posting Date: 03/20/2015

Post Until: 03/30/2015

The City of New York is an Equal Opportunity Employer