

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

Civil Service Title: COMMUNITY ASSOCIATE	Level: 00
Title Code No: 56057	Salary: \$33,799/\$38,869 - \$56,249 Frequency: ANNUAL
Business Title: Outreach Coordinator	Work Location: 100 Church St., N.Y.
Division/Work Unit: Civilian Complaint Review Board	Number of Positions: 5
Job ID: 194894	Hours/Shift: 35 hours per week, Monday - Friday

Job Description

The Civilian Complaint Review Board (CCRB) is charged with investigating and mediating complaints that members of the public file against New York City police officers involving the use of force, abuse of authority, discourtesy, or offensive language. The largest police oversight agency in the United States, the CCRB currently receives approximately 5,000 complaints each year. An integral part of the CCRB's mission is its mandate to conduct community outreach to educate the public about the agency and their rights during police encounters. Additional information concerning the CCRB is available at www.nyc.gov/ccrb.

The duties and responsibilities of the Outreach Coordinator include but are not limited to the following:

1. Promote the mission of the Civilian Complaint Review Board (CCRB) to the community and various community groups.
2. Conduct neutral and unbiased presentations, discussions, and panels with community partners to improve the community's knowledge of the CCRB, to outline the role the agency plays in the community, and to foster positive community dialogue on the issue of civilian rights and responsibilities during police encounters.
3. Maintain a detailed working knowledge of the CCRB, including its history, agency structure, annual statistics, and complaint processes.
4. Keep abreast of current events related to the mission of the agency.
5. Cultivate and maintain relationships with civic boards, community boards, public housing coordinators, other community partners, and police precinct council representatives.
6. Liaise with the public, civic organizations, and elected officials.
7. Maintain and update an organized database of community partners, and contact these partners to schedule informational presentations about the CCRB.
8. Attend monthly agency board meetings to respond to attendees and disseminate board meeting documents and outreach information and brochures.
9. Assist in the development of special projects, new initiatives, and outreach materials.
10. Undertake administrative tasks associated with outreach presentations, including scanning, data-entry, and inventory.

11. Perform administrative tasks at the direction of the Deputy Executive Director of Administration and other executive staff regarding matters relevant to community outreach

Minimum Qualification Requirements

Qualification Requirements

1. College graduate or equivalent and four years of experience in community work or community centered activities in an area related to duties described above; or
2. Education and/or experience which is equivalent to "1" above.

Preferred Skills

Familiarity with the legal standards governing New York search and seizure and NYPD guidelines applicable to CCRB investigations.

A flexible schedule, specifically allowing for weekday evening and weekend assignments, is a required.

Fluency in Spanish preferred.

Light lifting may be required.

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# 194894

FOR ALL OTHER APPLICANTS:

- 1) Go to www.nyc.gov/careers/search
- 2) Search for Job ID# 194894

NO PHONE CALLS PLEASE

ONLY THOSE CANDIDATES CONSIDERED FOR AN INTERVIEW WILL BE CONTACTED

Posting Date: 05/21/2015

Post Until: Until Filled

The City of New York is an Equal Opportunity Employer