

CIVILIAN COMPLAINT REVIEW BOARD CITYWIDE JOB VACANCY NOTICE

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

Title Code: 95005

Office Title: Special Counsel

Work Location: 40 Rector St., 2nd Fl., NYC

No. of Positions: 1

Salary: Commensurate with experience (M-II salary range: \$54,740-105,000)

The Civilian Complaint Review Board (CCRB) is charged with investigating and mediating complaints which members of the public file 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 7,000 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.

JOB DESCRIPTION

Pursuant to an agreement with the New York City Police Department (NYPD), the Special Counsel is responsible for prosecuting designated disciplinary trials against members of the NYPD through the CCRB's Administrative Prosecution Unit ("APU").

The Special Counsel's responsibilities include: developing and maintaining a system for monitoring the APU's progress; managing legal and administrative staff assigned to the APU; coordinating with the NYPD Department Advocate's Office; overseeing all aspects of the prosecution of the designated cases, including preparing witnesses and conducting administrative trials; training and supervising Assistant Special Counsels; working with the CCRB's Investigation Division to provide legal review of investigative case files and investigative training; and working with the CCRB's Executive staff on special projects and to develop policy recommendations. The Special Counsel will report directly to the CCRB's Deputy Executive Director for Investigations and Legal Affairs.

QUALIFICATIONS

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 is required. A minimum of six years of relevant legal experience including experience with criminal and/or administrative trials, policing issues and significant management experience is preferred. Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment. NYC residency within 90 days of appointment is required.

TO APPLY

The cover letter and resume should indicate the candidate's interest in the Special Counsel position.

TO APPLY, SEND RESUME, COVER LETTER and a WRITING SAMPLE
(Indicate the JVN# on the resume and cover letter)

Carolene George, Human Resources Director
Civilian Complaint Review Board
40 Rector Street, 2nd Floor
New York, NY 10006

- or -

FAX to 212 676-6037 - or - by email with word attachments to ccrbjobs@ccrb.nyc.gov

Post Date: 1/19/2012	Post Until Filled	JVN : 1192012SC
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The City is an Equal Opportunity Employer.