

**NEW YORK CITY DEPARTMENT OF PROBATION  
JOB VACANCY NOTICE – JVN 781-17-012**

<b>CIVIL SERVICE TITLE:</b> Agency Attorney, Level 1	<b>TITLE CODE NO.</b> 30087
<b>OFFICE TITLE:</b> Policy Attorney	<b>SALARY:</b> Commensurate with experience
<b>DIVISION/WORK UNIT:</b> Office of the Commissioner/Mayor’s Office of Criminal Justice	<b>WORK LOCATION:</b> City Hall / 33 Beaver Street, New York, NY 10004
<b>HOURS:</b> 35 Hours per Week	<b>NUMBER OF POSITIONS:</b> 1

**JOB DESCRIPTION:**

The New York City Department of Probation (DOP) helps build stronger and safer communities by working with and supervising people on probation, fostering positive change in their decision-making and behavior, and expanding opportunities for them to move out of the criminal and juvenile justice systems through meaningful education, employment, health services, family engagement and civic participation. We are located in every borough across the City and provide four core services –pre-sentence investigations, intake, diversion and probation supervision. In summary, DOP ensures that people who enter our system are supervised according to their risk level and receive the support and services they need to abide by the law and be an asset to their communities.

The Mayor’s Office of Criminal Justice (MOCJ) advises the Mayor of the City of New York on criminal justice policy. MOCJ develops and implements strategies, with partners inside and outside government, to reduce crime and incarceration and to promote fairness and legitimacy.

Under the supervision of the Associate Counsel for Crime Strategies, the Policy Attorney will assist in all legal and policy matters that affect MOCJ. S/he must have extensive legal experience and be an effective self-starter, possessing both the capacity for independence and the ability to work cooperatively to advance the goals of the administration. The Policy Attorney’s responsibilities include, but are not limited to:

- Analyzing the wide spectrum of legal issues affecting the office and thinking creatively about how to address those issues;
- Assisting in signature criminal justice projects including Project Fast Track and other crime fighting initiatives;
- Working with the Police Department, the New York City District Attorneys and the Courts to address any programmatic and policy issues;
- Analyzing legislation and developing policy positions in response to proposed legislation; and
- Partnering with City agencies and outside entities in order to implement MOCJ’s policy goals, including drafting and negotiating Memoranda of Understanding.

**REFERRED QUALIFICATIONS:**

- A JD from an accredited educational institution, plus three (3) to ten (10) years of full-time professional experience as an attorney admitted to the bar in any State.
- Experience related to criminal justice issues is preferred, but not required.
- Excellent organizational, time-management, and multi-tasking skills, including the ability to take initiative, problem solve, balance competing priorities, work independently and with teams in a fast-paced environment, pay close attention to detail, meet deadlines, and work well under pressure.
- Strong oral and written communication skills, including strong public speaking skills and proven ability to present the agency’s position in meetings with high level officials and other governmental and private entities.
- Extensive legal experience combined with being an effective self-starter, possessing both the capacity for independence and the ability to work cooperatively to advance the goals of the administration.
- Proven ability to establish and maintain effective working relationships with a wide range of entities from government agencies, other prosecutorial and regulatory bodies, and community organizations; and.
- Effective and creative leadership ability with the capacity to work both independently and cooperatively to implement key strategies, evaluate new policies and analyze new legislation.

**QUALIFICATION REQUIREMENTS:**

1. Admission to the New York State Bar; and either "2" or "3" below.
2. One year of satisfactory United States legal experience subsequent to admission to any state bar; or
3. Six months of satisfactory service as an Agency Attorney Interne (30086).

Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment.

**APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL**

**NEW YORK STATE RESIDENCY IS REQUIRED**

**TO APPLY:** Submit a cover letter, resume, and three (3) references to [CJCResumes@cityhall.nyc.gov](mailto:CJCResumes@cityhall.nyc.gov). Please be sure to include "**Policy Attorney**" in the subject line.

**SUBMISSION OF APPLICATION IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW**

**POST DATE: October 31, 2016**

**POST UNTIL: Filled**

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**”THE CITY OF NEW YORK AND THE DEPARTMENT OF PROBATION IS AN EQUAL OPPORTUNITY EMPLOYER. REASONABLE ACCOMMODATION AVAILABLE UPON REQUEST”**