

DEPUTY ASSISTANT DIRECTOR
(CIVILIAN COMPLAINT REVIEW BOARD)

Duties and Responsibilities

This is a management class of positions.

Under executive direction, with considerable latitude in the exercise of independent initiative, judgment and decision, is responsible for the supervision of sensitive investigations; makes recommendations and provides public information concerning these investigations; acts as a hearing officer; performs related work.

Examples of Typical Tasks

Supervises the investigative process of the Civilian Complaint Review Board. Critiques cases for legal and technical errors and the integrity of investigators. Reviews and makes recommendations on such cases.

Is responsible for notifications to complainants where complainants do not come within the jurisdiction of the Civilian Complaint Review Board.

Is responsible for the communication of results of investigations to complainants and other interested persons.

Is responsible for informing the public/community regarding the CCRB process and for CCRB publicity; answers inquiries from persons who question the conclusions of the Board.

DEPUTY ASSISTANT DIRECTOR
(CIVILIAN COMPLAINT REVIEW BOARD) (continued)

Examples of Typical Tasks (continued)

Conducts quasi-judicial adversary hearings, and prepares reports on these hearing.

Is responsible for the conciliation and informal settlement process.

Attends and participates in panel meetings.

Qualification Requirements

1. A baccalaureate degree from an accredited college and five years of recent full-time responsible professional, supervisory or administrative experience; or
2. A license to practice law in the State of New York and three years of recent full-time responsible professional, supervisory or administrative experience; or
3. Education and/or experience equivalent to "1" or "2" above. However, all candidates must possess at least three years of professional, supervisory or administrative experience as described above.

Direct Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.