

**NEW YORK CITY DEPARTMENT OF PROBATION
JOB VACANCY NOTICE – JVN 781-23-028**

CIVIL SERVICE TITLE: Executive Agency Counsel, M-2	TITLE CODE NO. 95005
OFFICE TITLE: Assistant Director for NYC Local Conditional Release Commission	SALARY: \$72,038- \$ 192,152 Commensurate with experience
DIVISION/WORK UNIT: Office of the General Counsel	WORK LOCATION: 33 Beaver Street, 21 st Floor New York, New York 10004
HOURS: 35 Hours per week	NUMBER OF POSITIONS: 1

JOB DESCRIPTION:

The NYC Department of Probation (DOP) is a world leader in working creatively and effectively engaging with people under court-mandated community supervision. Through innovative partnerships with people and organizations throughout the New York City, DOP provides opportunities for those on probation to access services and opportunities that positively impact their life trajectory. Following the best current data on “what works,” staff at DOP engage in meaningful relationships with those on probation in an effort to enhance community safety and decrease recidivism

The Department is seeking to hire an Executive Agency Counsel who, under the direction of the General Counsel, with the widest latitude for the exercise of independent initiative and legal activity of significant policy or financial consequences; manages the work of Agency Attorneys and support staff; and serves as the Assistant Director and Counsel for the NYC Local Conditional Release Commission. The duties include, but are not limited to:

- Coordinates the activities of the Local Conditional Release Commission, which determines whether individuals serving a definite sentence in local detention facilities can be released for community supervision before serving a full sentence. Renders opinions on matters related to the activities of the Commission and works closely with high level government officials from the Department of Correction, State Department of Corrections and Community Supervision, Office of the Mayor or designee, and other criminal justice law enforcement agencies.
- Serves as Assistant Special Counsel to the Local Conditional Release Commission on legal issues affecting the Commission and the Department of Probation, including criminal and civil litigation and judicial developments. Researches, reviews, and evaluates all City, State, and Federal legislation directly affecting the Commission, drafts and recommends legislation which aids the Commission, prepares policy statements for legislative review and serves as a liaison to the Mayor’s Office of Legal Affairs.
- Issues subpoenas for investigations to compel the attendance of witnesses at legal proceedings and to produce evidentiary materials and other documents pertinent to the subject of its inquiry; may administer the oath to witnesses who provide testimony; and ensures that criminal and civil procedures are followed and the decisions are made in accordance with statutory requirements.
- Serves as the Assistant Chief Administrative Officer for the Commission. Advises the Commissioner on Commission staffing and ensures that the Department of Probation conduct investigations, including supplemental investigations, of the background of applicants applying for conditional release.
- Acts as a legal advisor to the Commissioner in matters pertaining to the Local Conditional Release

Commission and a legal consultant on special agency projects and other assignments.

- Serves as a legal counselor to the agency's managerial and executive staff and advises and recommends on questions of law, fact and administrative policy.
- May litigate complex and significant cases, prepare and argue appeals or negotiate and prepare complex contracts and draft important and complex agency legislative and policy statements.
- May perform the duties of the supervisor in their temporary absence.

PREFERRED QUALIFICATIONS:

- Comprehensive knowledge of the issues that face New York State and the City's Criminal Justice System.
- Thorough knowledge of municipal, county, state, federal, and constitutional law affecting the City of New York.
- Comprehensive knowledge of Penal Law, Criminal Procedure Law, Family Law, Civil Service Law, Labor Law, Executive Orders, Contract Law and Business Law.
- Comprehensive knowledge of City ordinances and charter provisions relating to the function of the Department of Probation.
- Thorough knowledge of judicial procedures and administrative procedures and rules of evidence.
- Ability to research and prepare legal documents and policy statements.
- Ability to initiate and implement administrative programs and to evaluate their effectiveness.
- Ability to apply and interpret Departmental policies and procedures.
- Thorough knowledge of the organizational structure of City government including functions and inter-relationships of operating agencies, elected officials and administration.
- Skilled at public speaking and the ability to write effectively.
- Knowledge of probation laws and practice is preferred.

QUALIFICATION REQUIREMENTS

1. 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.

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

Residency Requirement

New York City residency is not required for this position. However, you must reside in New York State.

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

TO APPLY, PLEASE SUBMIT RESUME AND COVER LETTER TO:

External Applicants: <https://a127-jobs.nyc.gov/>

Internal Applicants: Employee Self Service (ESS)

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

POST DATE: August 15, 2022

POST UNTIL: Until fill

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"The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy."

REASONABLE ACCOMMODATION AVAILABLE UPON REQUEST

Note: Public Service Loan Forgiveness Program (PSLFP). The federal government provides student loan forgiveness through its Public Service Loan Forgiveness Program (PSLF) to all qualifying public service employees. Working with the DOP qualifies you as a public service employee and you may be able to take advantage of this program while working full-time and meeting the program's other requirements. Please visit the Public Service Loan Forgiveness Program site to view the eligibility requirements: <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>