

NEW YORK CITY DEPARTMENT OF PROBATION
JOB VACANCY NOTICE – JVN 781-23-060

CIVIL SERVICE TITLE: Counsel (Probation), M4	TITLE CODE NO.: 30147
OFFICE TITLE: General Counsel	SALARY: Hiring Rate: \$80,931 Incumbent Rate: \$87,277 Maximum: \$194,881
DIVISION/WORK UNIT: Office of the General Counsel	WORK LOCATION: 33 Beaver Street, 23 rd Floor New York, New York 10004
HOURS: 35	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 to enhance community safety and decrease recidivism.

Under executive direction of the Commissioner and with the widest latitude for independent judgment, action and decision-making, the General Counsel serves as the Senior Attorney of the Department and is a member of the Commissioner’s Cabinet. Duties will include but not limited to:

- Serves as the primary advisor to the Commissioner on all legal matters; ensures that the Department is always operating within the law keeping abreast of all agency actions including those that may only be in the preliminary stages to ensure limited risk exposure.
- Provides direction and administrative review to Deputy General Counsels, Associate General Counsels, Assistant General Counsels, and attorneys responsible primarily for handling probation violation cases, with special focus on balancing the needs and best interests of probationers with the protection of the community.
- Provides direction to those who provide counsel to Probation Officers in Family and Adult Court conferences.
- Oversees the Office of The Advocate, which conducts investigations into allegations of employee misconduct (C.S. law section 75) and medical fitness (C.S. law, section 72).
- Analyzes the impact of proposed regulations and legislation on both the Department and the criminal justice system; drafts comments that represent the concerns of the Department and drafts probation-related legislation.
- Directs all General Counsel levels in the formulation and administration of city policies and programs relating to adult and juvenile crime and the managing of cases for violation hearings, the gathering of evidence, the review of court records, the interview of witnesses; also directs them in the processing of FOIA requests, in response to Violation of Probation appeals and in the writing of all Memoranda of Understanding.
- Serves as liaison to the Law Department regarding the negotiations and management of all contracts to ensure agency compliance to all applicable rules, directives, and oversight regulations. This includes, but is not limited to stipulation agreements, labor disputes, discrimination complaints and procurement contracts.
- Judges the merits of claims filed against or on behalf of the Department, working with the appropriate executives to define a strategic approach and approve settlements of disputes where warranted.

PREFERRED QUALIFICATIONS:

- Superior oral, written communication, and negotiation skills
- Excellent problem-solving abilities and detail orientation
- Experience in criminal justice law, contract law, NYC PPB rules and employment law a plus.
- Experience in criminal and or family court litigation a plus
- A demonstrated history of successful supervision and management of attorneys.
- Prior experience drafting legislation in criminal justice matters a plus.

QUALIFICATION REQUIREMENTS:

- 1.A license to practice law in the State of New York; and
- 2.Four (4) years of satisfactory relevant legal experience after admission to the bar.

Residency Requirement:

New York City residency requirement 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, 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: 4/17/2023

POST UNTIL: 4/27/2023

JVN #:781- 23-060

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."

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>.

