



Mayor's Office of Criminal Justice

Position Title: Executive Senior Counsel
Job ID Number: 36706

About the Office:

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. MOCJ works with law enforcement, city agencies, non-profits, foundations, and others to implement data-driven strategies that address current crime conditions, prevent offending, and build the strong neighborhoods that ensure enduring safety.

About the Role:

MOCJ seeks a seasoned attorney to support the agency's legal, policy, and justice operations team (the "Team"), which consists of attorneys and policy analysts who work closely with the General Counsel, Deputy Director for Policy and Justice Operations, and MOCJ's First Deputy Director. The Team is responsible for the development of the agency's policy initiatives, from inception through operationalization. Further, the Team is responsible for coordinating among the criminal justice system stakeholders, including the NYPD, DOC, the District Attorneys, indigent defense providers, and criminal courts, to ensure that criminal cases are adjudicated in a timely and fair manner.

As the senior most staff attorney on the Team, the Executive Senior Counsel will focus primarily on policy development and operationalization, as well as criminal case processing coordination and troubleshooting. The successful candidate must be an effective self-starter, possessing both the capacity for independence and the ability to work cooperatively across the criminal justice system stakeholders. The Executive Senior Counsel's responsibilities include, but are not limited to:

- Leading, supporting, and assisting at a variety of levels in the policy development and operationalization of initiatives and programs pursuant to the administration's agenda;
- Supporting the Deputy Director for Policy and Justice Operations in liaising the various criminal justice agencies, including the district attorneys, indigent defense providers, the Department of Correction, the Department of Probation, and any other stakeholders who may need to be included in operationalizing citywide system solutions;

- Working with MOCJ’s researchers, reviewing criminal case processing data (e.g., arrests, detention, and pending criminal court cases) and index crime rates to help develop strategies for effectively and fairly processing cases and curbing crime rates in NYC;
- Providing legal, strategic, and operational support across MOCJ’s portfolios where time and political sensitivities require senior level project management;
- Researching, initiating, developing, and executing policy projects, both with a team and individually;
- Developing and managing institutional stakeholder relationships; and
- Other responsibilities as assigned or delegated as Team needs arise.

Qualifications:

- A JD from an accredited educational institution and admission to the NY State Bar;
- A minimum of 10 years of professional experience as an attorney or the equivalent;
- Experience with NY State criminal law preferred;
- Experience as a prosecutor, defense attorney, or in criminal justice policy preferred;
- Excellent organizational, time-management, and multi-tasking skills, including the ability to take initiative, problem solve, balance competing priorities, pay close attention to detail, and work independently as well as with teams in a fast-paced/high-pressure environment;
- Attention to detail and the ability to give and receive clear direction/instruction;
- 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;
- Proven ability to establish and maintain effective working relationships with a wide range of entities (e.g., government agencies, prosecutorial or regulatory bodies, and community organizations); and
- Experience supervising projects and working with a principal.

Salary Range:

Commensurate with experience.

To Apply:

Please send a copy of your resume, a cover letter, and three (3) references to [Candidate Application](#)

New York City Residency Is Required Within 90 Days of Appointment

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 Adams Administration values diversity — in backgrounds and in experiences that is reflective of the city it serves. Applicants of all backgrounds are strongly encouraged and welcomed to apply.

For current job opportunities in the NYC Mayor's Office visit the [Mayor's Office Job's Page](#)

If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to access job openings or apply for a job on this site as a result of your disability. You can request reasonable accommodations by contacting Human Resources at HR@cityhall.nyc.gov.

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.