NYC OFFICE OF THE MAYOR
MAYOR’S OFFICE OF CRIMINAL JUSTICE
Position: General Counsel
Location: New York, New York

ORGANIZATIONAL PROFILE: 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.

JOB RESPONSIBILITIES: Under the supervision of the Director, the General Counsel will assist in all legal and policy matters that affect MOCJ. MOCJ is seeking an attorney who is an effective self-starter who possesses both the capacity for independence and the ability to work cooperatively to advance the goals of the administration. The General Counsel’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 these issues;
- Working with Corporation Counsel to address any pre-litigation or litigation issues;
- Analyzing legislation and developing policy positions in response;
- Managing a range of policy and legal issues and leading signature criminal justice projects;
- Partnering with City agencies and outside entities in order to implement MOCJ’s policy goals, including drafting and negotiating Memoranda of Understanding.

PREFERRED SKILLS/QUALIFICATIONS:

- 8 to 20 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 skill at public speaking and the proven ability to present the agency’s position in meetings with high level officials and other governmental and private entities;
- 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.

**SALARY:** Commensurate with experience

**TO APPLY:** Submit a cover letter, resume, and three (3) references to CJCResumes@cityhall.nyc.gov. Please be sure to include “General Counsel” in the subject line.

*New York City Residency Is Required Within 90 Days of Appointment*
*The City of New York and the Office of the Mayor are Equal Opportunity Employers*