

**NYC OFFICE OF THE MAYOR**  
**MAYOR'S OFFICE OF CRIMINAL JUSTICE**



**Position:** Associate Counsel  
**Location:** New York, New York

**ORGANIZATIONAL PROFILE:** The Mayor's Office of Criminal Justice (MOCJ) advises the Mayor and First Deputy Mayor on criminal justice policy and is the Mayor's representative to the courts, district attorneys, defenders, and state criminal justice agencies, among others. The office designs, deploys, and evaluates citywide strategies to drive down crime, reduce unnecessary arrests and incarceration, and improve the system's fairness. MOCJ works with law enforcement and 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. The office draws on various disciplines, such as behavioral economics to "nudge" conduct and machine learning to develop reliable predictive analytics. Examples of MOCJ's work include:

- [Justice Reboot](#), making the system fairer and more efficient by safely driving down the jail population. These reforms include [reducing case processing times in the courts](#) and [making the summons process easier and more transparent](#);
- [The Mayor's Action Plan on Behavioral Health and the Criminal Justice System](#), a set of interlocking public health and public safety strategies that aim to reduce the number of people with behavioral health needs cycling through the criminal justice system;
- [The Mayor's Action Plan for Neighborhood Safety](#), a comprehensive initiative to reduce crime and strengthen neighborhoods in and around the 15 New York City Housing Authority developments that account for 20 percent of all violent crime in the City's public housing; and
- [The Mayor's Citywide Initiative to Reduce Gun Violence](#), a comprehensive, neighborhood-based strategy to prevent gun violence in 14 precincts that account for 51 percent of shootings in New York City.

**JOB RESPONSIBILITIES:** Under the supervision of the General Counsel, the Associate Counsel will assist in all legal and policy matters that affect MOCJ. S/he must have extensive legal experience and be an effective self-starter, possessing both the capacity for independence and the ability to work cooperatively to advance the goals of the administration. The Associate 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 those issues;
- Leading signature criminal justice projects including domestic violence and human trafficking initiatives;
- Working with the New York City Law Department to address any pre-litigation or litigation issues;

- Analyzing legislation and developing policy positions in response; and
- 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:**

- A JD from an accredited educational institution, plus three (3) to ten (10) 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 strong public speaking skills and proven ability to present the agency's position in meetings with high level officials and other governmental and private entities
- Extensive legal experience combined with being an effective self-starter, possessing both the capacity for independence and the ability to work cooperatively to advance the goals of the administration
- 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](mailto:CJCResumes@cityhall.nyc.gov). Please be sure to include "Associate 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**