

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

Position: Deputy Director, Mayor's Office of Special Enforcement

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, including 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: The Deputy Director will assist the Executive Director of the Office of Special Enforcement (OSE) with the supervision, investigation, and litigation of varied quality of life matters in New York City. Historically, OSE has focused on areas including adult use locations, trademark counterfeiting bazaars, and illegal conversions of apartment buildings into hotels. OSE is seeking an attorney who is an effective self-starter and possesses both the capacity for independence and the ability to work cooperatively to advance the goals of both OSE and MOCJ. The Deputy Director's responsibilities include, but are not limited to:

- Supervising field operations and investigations conducted by OSE's multi-agency team of inspectors who respond to community complaints and conduct independent proactive investigations;
- Supervising staff attorneys in all aspects of litigation brought by OSE, including: case strategy, document preparation and review, depositions, discovery, settlement negotiations, and trial, when required;

- Assisting the Executive Director in developing the strategic direction of OSE’s legal and enforcement strategies to strengthen core neighborhoods and build vibrant communities;
- Conducting legal analysis and advising the Executive Director on potential legislation and regulation affecting quality of life matters;
- Handling Freedom of Information Law requests and sensitive requests for documents;
- Producing reports, policy statements, testimony, and other written materials; and
- Representing OSE in meetings with community-based, governmental, and business entities, among others.

PREFERRED SKILLS/QUALIFICATIONS:

- 10 years of full-time professional experience, five years of which must have been as an attorney admitted in any State, ideally working in a prosecution or affirmative litigation position;
- Either a member in good standing of, or eligible to waive into, the New York State Bar;
- Knowledge of nuisance abatement law, New York City Building Codes, the Housing Maintenance Code, the Multiple Dwelling Law, NYS Freedom of Information Law, NYS CPLR, and civil proceedings in New York State;
- Experience managing staff engaged in conducting undercover or financial investigations, and working on investigations with other city, state, or federal agencies;
- 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; and
- 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.

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 “Deputy Director, Mayor’s Office of Special Enforcement” in the subject line.

New York City Residency Is Required Within 90 Days of Appointment
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