

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

Position: Special Assistant

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 Mayor's Office of Criminal Justice is seeking a highly motivated, detail-oriented individual with excellent communication skills to be the Special Assistant to the Director.

The Special Assistant will be responsible for staffing the Director by preparing daily briefing documents, tracking priorities and follow up items, communicating with senior staff, and attending meetings. The Special Assistant will also work with the Chief of Staff and the Director's Executive Assistant to manage the Director's calendar, coordinate events, and prepare materials as needed.

The Special Assistant will also be a "jack of all trades", who will provide support to senior staff for tasks including: creating briefing memos, summaries and reports, doing "deep dives" into specific research questions, creating PowerPoints to convey data trends or policy recommendations, and organizing special projects.

The Special Assistant role is challenging, but will also provide opportunities for growth and learning. This role will provide an introduction to key policy issues and stakeholders involved in the Criminal Justice system, as well as the opportunity to learn from MOCJ staff across many issue areas.

PREFERRED SKILLS/QUALIFICATIONS:

- *A Bachelor's Degree*
- *Ability to maintain confidentiality of work-related information and materials*
- *The ideal candidate will be a self-motivated problem solver with excellent communication, interpersonal, and writing skills. This role requires daily communication with the Director, as well as with senior staff, office partners, and other government officials*
- *Attention to detail and the ability to balance multiple projects and deadlines in an organized way*
- *Ability to plan and prioritize effectively*
- *Flexibility and ability to adapt to a fast-paced work environment, and willingness to work on a wide range of projects and topics*
- *Proficiency with Microsoft Office Suite (including Excel and Powerpoint)*
- *An interest in criminal justice and/or public policy is preferred*

SALARY: Commensurate with Experience

TO APPLY: Submit a cover letter, resume, and three (3) references to CJCresumes@cityhall.nyc.gov

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