

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

Position: Summer 2016 Legal Fellowships

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 two legal fellows for Summer 2016. MOCJ is excited to be offering legal fellowships in the following areas:

- **Office of the General Counsel:** working on legal issues related to MOCJ's criminal justice initiatives.
- **Office of Special Enforcement:** working on legal issues in support of the inspection, enforcement, and litigation work of the Office of Special Enforcement regarding illegal transient housing and other quality of life issues.

NOTE: Fellows will be matched to one of the areas listed above *after* they have been selected to be part of fellowship program. MOCJ will match fellows to project areas based on their interests as well as office needs. *All applicants will be considered for both fellowship opportunities, there is no need to submit multiple applications.*

DAILY TASKS FOR LEGAL FELLOWS MAY INCLUDE:

- Conducting legal research;
- Tracking and analyzing legislation and attending legislative hearings;
- Drafting briefing documents, presentations, meeting agendas and reports;
- Synthesizing and summarizing information from news articles, reports, etc.;
- Assisting in the organization of inter-agency meetings, and corresponding with partner organizations; and
- OSE legal fellows may be assigned to assist in the preparation of motion papers, pleadings, subpoenas, discovery demands and other litigation-related documents.

PREFERRED SKILLS/QUALIFICATIONS:

- Current law school student (1L, 2L and 3L are all welcome to apply).
- The ideal candidate will be a self-motivated problem solver with excellent communication and writing skills. Organization and attention to detail are also very important.
- An interest in criminal justice and / or public policy is preferred, professional experience related to the work of the office is a plus.
- Available to work full time from June – August (start and end dates are flexible).

SALARY: Unpaid

TO APPLY:

All Applicants must:

- 1) Fill out the following online application:
<https://docs.google.com/forms/d/1MKMdHUZBwXH7SpeQVjoM5plUFFjQUVnnYlytH3s-Qkw/viewform>
- 2) Send a PDF of your resume to CJCResumes@cityhall.nyc.gov. Please be sure to include “Summer 2016 Legal Fellow” in the subject line.

The deadline for applying to the Summer 2016 Legal Fellowship Program is February 6, 2016. Interviews will be conducted during February and March and interns will be notified by March 30th at the latest.

The City of New York and the Office of the Mayor are Equal Opportunity Employers