

DIRECTOR OF THE OFFICE OF CRIMINAL JUSTICE

General Statement of Duties and Responsibilities:

This is a management class of positions.

Under executive direction, with broad latitude for independent action and decision making, serves as the senior criminal justice policy advisor to the Mayor and First Deputy Mayor.

Examples of Typical Tasks

Oversees citywide criminal justice policy; developing, implementing strategies across city agencies & partners to enhance public safety and reduce unnecessary incarceration.

Serves as the Mayor's representative to the courts, district attorneys, and state criminal justice agencies, and other governmental agencies (eg. federal).

Designs and deploys strategies with all partners who influence and are touched by crime, including government agencies, non-profits, private and philanthropic organizations and neighborhoods.

Maintain relationships with courthouse representatives on upcoming & existing capital construction projects such as pre-arraignment facilities

Oversees the Office of Special Enforcement (OSE) and Office of the Assigned Counsel Plan (OACP); charged with a range of strategies that keep New Yorkers safe, ensure fair access to and to promote the efficient operation of the justice system

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Qualification Requirements

A Baccalaureate degree from an accredited college or university and five years of satisfactory full-time professional experience including a minimum of three years in policy and program work in criminal justice of which at least two years must have been in an administrative, managerial or executive capacity or supervising personnel performing activities related to the duties of the position; or leading criminal justice reform.

Direct Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.