

NYC OFFICE OF THE MAYOR
Mayor's Office of Criminal Justice | MOCJ

Position Title: Senior Counsel, Office of Neighborhood Safety

Job ID Number: 28911

Location: New York, New York

ORGANIZATIONAL PROFILE:

The Mayor's Office of Criminal Justice (MOCJ) advises the Mayor of the City of New York on criminal justice policy. MOCJ develops and implements strategies to reduce crime and incarceration and to promote fairness and legitimacy. MOCJ works with law enforcement, 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.

JOB DESCRIPTION:

Under the supervision of the General Counsel, the Senior Counsel for the Office of Neighborhood Safety will assist in all legal and policy matters that affect MOCJ. The Senior Counsel 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 Senior 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 with a particular emphasis on gun violence;
- Leading signature criminal justice policy projects including anti-gun violence and crime reduction 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;
- Drafting, negotiating, and reviewing contractual agreements; and
- Partnering with City agencies and outside entities in order to implement MOCJ's policy goals, including drafting and negotiating Memoranda of Understanding.

REQUIREMENTS:

- A JD from an accredited educational institution, plus a minimum of six years of full-time professional experience as an attorney admitted to the bar in New York 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

TO APPLY:

Please send a copy of your resume, a cover letter, a writings sample no more than 3 pages, and three references to [Candidate Application](#)

For additional information, see: <http://www.justice-data.nyc/> and <http://www1.nyc.gov/site/criminaljustice/index.page>

**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.**

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