

**NYC OFFICE OF THE MAYOR****MAYOR'S OFFICE OF CRIMINAL JUSTICE****Position Title:** Associate Counsel**Job ID Number:** 29130**Location:** New York, New York**ABOUT THE OFFICE:**

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, with partners inside and outside government, to reduce crime and incarceration and to promote fairness and legitimacy.

**JOB RESPONSIBILITIES:**

Under the supervision of the Senior Counsel, the Associate Counsel will assist in all legal and policy matters that affect MOCJ. S/he 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 Associate 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;
- Assisting in signature criminal justice projects including Project Fast Track and other crime fighting initiatives;
- Working with the Police Department, the New York City District Attorneys and the Courts to address any programmatic and policy issues;
- Analyzing legislation and developing policy positions in response to proposed legislation;
- 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.

**PREFERRED SKILLS/QUALIFICATIONS:**

- A JD from an accredited educational institution, plus three (3) to ten (10) years of full-time professional experience as an attorney admitted to the bar in NY 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

**SALARY:**

Commensurate with experience.

**TO APPLY:**

Submit a cover letter, resume, and three (3) references to [Candidate Application](#)

**THE CITY OF NEW YORK AND THE OFFICE OF THE MAYOR ARE EQUAL OPPORTUNITY EMPLOYERS  
NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT**

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