

**Position:** Senior Counsel  
**Job ID Number:** 29208  
**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, with partners inside and outside government, to reduce crime and incarceration and to promote fairness and legitimacy.

**JOB RESPONSIBILITIES:**

MOCJ seeks to hire a Senior Counsel responsible for coordinating with the Case Managers and administrative judges in four of the City's youth parts. The Senior Counsel will actively work with the Case Managers to expedite the case duration for incarcerated 16 and 17 year olds and increase productivity of all court staff by reducing logistical barriers to having meaningful court appearances. Working with the Case Managers the Senior Counsel will work to increase accountability and individualized attention to all pending cases in the youth parts. The Senior Counsel is expedited to maintain regular checking-in with the applicable parties to ensure that necessary tasks are completed in a timely manner in between court dates. The Senior Counsel with the Case Managers will also ensure that prosecutors and judges have relevant information available to make informed decisions, so incarcerated youth can be placed in programs as quickly as possible, and not be unnecessarily detained. The Senior Counsel will be responsible for, including but not limited to:

- Coordination with Case Managers and Case Expeditors in multiple boroughs;
- Working with MOCJ to implement policy changes to reduce unnecessary incarceration. This includes developing a comprehensive understanding of the criminal justice system and assessing opportunities to safely decrease the incarcerated population through case expediting work;
- Liaising with senior staff of other state and city agencies, including the District Attorneys' Offices, the Dept. of Correction, the Dept. of Probation, and the Office of Court Administration to address inefficiencies and resolve issues. The ideal candidate will also contact the defense bar and service providers on issues involving criminal case processing, and compliance with constitutional/statutory requirements. Expertise in interpreting and applying laws regarding concerning substantive and procedural legal obligations of criminal court players is required;
- Serving as a legal advisor to the staff of MOCJ. This includes participating in the creation and development of policies, procedures and programs on criminal justice legal matters and requires experience in developing document-intensive investigation, /reports and legal drafts - which will be recurring on a weekly basis and may also be on tight turnaround;

- In cases of legal challenge to City criminal justice policies or practices, working with the Corporation Counsel and agency counsel to develop strategic and appropriate defense;
- Collecting information regarding the reason for adjournments and recurring obstacles in resolving cases that fall under raise the age legislation.

**PREFERRED SKILLS AND / OR QUALIFICATIONS:**

- Minimum of five years of full-time professional experience working in a prosecutor's or defender's office, the court system or other substantial public or private concern engaged in day to day operations in criminal justice. Have deep understanding of legal issues, should also possess excellent writing skills and verbal communication skills.
- A juris doctorate degree from an accredited college/university.
- A deep knowledge of the criminal justice system, in particular, a familiarity with the criminal justice operations and actors in New York City youth parts and family court system is preferred.
- Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment

**SALARY:**

Commensurate with experience

**TO APPLY:**

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

**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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