

**City of New York**  
**CIVILIAN COMPLAINT REVIEW BOARD**  
**CITYWIDE JOB VACANCY NOTICE**

Civil Service Title: Executive Agency Counsel (M-III)

Title Code: 95005

**Office Title: Deputy Chief Prosecutor**

Agency Division: Administrative Prosecution Unit (“APU”)

Work Location: 40 Rector St., 2<sup>nd</sup> Fl., NYC

No. of Positions: 1

Salary: Commensurate with experience (M-III salary range: \$100,000- 115,000)

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The Civilian Complaint Review Board (“CCRB”) is charged with investigating and mediating complaints which members of the public file against New York City police officers involving the use of force, abuse of authority, discourtesy or offensive language. As the largest police oversight agency in the United States, the CCRB currently handles approximately 7,000 complaints each year. The board's investigative staff, composed entirely of civilian employees, conducts the agency's investigations. Additional information concerning the CCRB is available at [www.nyc.gov/ccrb](http://www.nyc.gov/ccrb).

The CCRB’s Administrative Prosecution Unit (“APU”) began in 2010 as a pilot program in which the CCRB prosecuted a designated number of disciplinary cases in the trial room of the New York City Police Department (“NYPD”). Pursuant to an agreement signed this year between the CCRB and the NYPD, the APU unit has been expanded to include the prosecution of all cases in which the Board of the CCRB has substantiated a complaint and recommended that charges be brought against the subject officer. The unit will be headed by a Chief Prosecutor and a Deputy Chief prosecutor and staffed with ten prosecutors. The Deputy Chief will report directly to the APU's Chief of Prosecutions.

**JOB DESCRIPTION**

The Deputy Chief’s responsibilities include, but are not limited to:

- preparing complex legal opinions on matters of major importance to the agency with possible impact on CCRB, NYPD and citywide rules and policies;
- drafting memos to the NYPD outlining CCRB’s position on matters related to the APU;
- prosecuting cases in the NYPD Trial Room where appropriate;
- supervising subordinate legal staff and support personnel, including assigning cases to prosecutorial staff;
- reviewing and approving proposed plea agreements and recommended penalties, including recommendations for reduction of charges, termination or dismissal probation;
- developing in-house trainings which are informed by the courtroom experience of APU prosecutors;
- drafting memos to CCRB’s Board and Executive staff regarding the work of the APU;
- coordinating with the NYPD Department Advocate's Office and other government agencies as needed;
- working closely with the APU Chief to establish and enforce procedures to ensure the efficient operation of the unit; and

- working with CCRB's Board and Executive staff on special projects and to develop policy recommendations.

**QUALIFICATIONS**

Admission to the New York State Bar; and five years of recent, full time, relevant legal experience subsequent to admission to any bar, eighteen months of which must have been in the supervision of other attorneys, in an administrative, managerial or executive capacity, or performing highly complex and significant legal work is required. A minimum of six years of relevant legal experience including experience with criminal and/or administrative trials, policing issues and significant management experience is preferred. Applicants must have trial experience. Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment. NYC residency within 90 days of appointment is required.

**TO APPLY**

The cover letter and resume should indicate the candidate's interest in the Deputy Chief position.

**TO APPLY, SEND RESUME, COVER LETTER and a WRITING SAMPLE  
(Indicate the JVN# on the resume and cover letter)**

**Carolene George, Human Resources Director  
Civilian Complaint Review Board  
40 Rector Street, 2nd Floor  
New York, NY 10006**

**- or -**

**by email with word attachments to [ccrbjobs@ccrb.nyc.gov](mailto:ccrbjobs@ccrb.nyc.gov)**

<b>Post Date: 9/18/12</b>	<b>Post: until filled</b>	<b>JVN: 054-2012-52312b</b>
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**The City is an Equal Opportunity Employer.**