

City of New York
CIVILIAN COMPLAINT REVIEW BOARD
Job Vacancy Notice

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| Civil Service Title: Executive Agency Counsel | Level: M4 |
| Title Code No: 95005 | Salary: \$110,000.00 - \$130,000.00 |
| Office Title: Deputy Executive Director for Investigations | Work location: 40 Rector Street, 2 nd Floor New York NY 10006 |
| Division/Work Unit: Civilian Complaint Review Board | Number of Positions: 1 |

Hours/Shift: Monday -Friday, 35 hours per week

Job Description

The largest civilian oversight agency in the United States, the CCRB is an independent, non-police agency. It is empowered to investigate, make findings and recommend action on complaints against New York City police officers that allege the use of excessive force, abuse of authority, discourtesy or offensive language. The board's investigations are conducted in an impartial fashion by the board's investigative staff, which is composed entirely of civilian employees. The CCRB receives and investigates approximately 6,500 complaints each year. The CCRB seeks a deputy executive director to lead its staff of 120 plus investigators. The deputy executive director manages and supervises all facets of investigation, directs investigator training programs, and interacts with board members, police executives, and civil rights advocates. The Deputy Executive Director will report to the Executive Director.

Qualification Requirements

Admission to the New York State Bar; and four years of recent full-time responsible, relevant, satisfactory 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

AND/OR

A master's degree from an accredited college or university and at least six years of experience in one or a combination of the following: investigations, criminal justice, political science, public administration, management or a related area;

OR

a satisfactory combination of education and experience in the areas described above. At least three years of experience must have been in a supervisory capacity

The successful candidate must possess the maturity, discretion, and judgment necessary for the handling of a myriad of sensitive, highly confidential matters. Also, the abilities to engage in sophisticated and nuanced legal analysis and to reduce that analysis to writing in a clear, concise, and comprehensive form are musts.

New York City residency is required within 90 days of hire.

Preferred Experience and Skills

A minimum of four years of investigative/law enforcement/criminal defense and/or prosecution experience, knowledge of the criminal justice system, and 18 months managerial or supervisory experience. Strong writing, analytical and interpersonal skills are essential.

To Apply:

Resume, Cover letter and a Writing Sample should be submitted to:
Carolene George, Director of Human Resources
Civilian Complaint Review Board
40 Rector Street, 2nd floor
New York, New York 10006
or
Email: ccrbjobs@ccrb.nyc.gov

Post Date: 7/12/2012

Post Until: 7/22/2012

JVN: 054-2013-52212REV

The City of New York is an Equal Opportunity Employer.