ORGANIZATIONAL PROFILE:

THE OFFICE OF THE ASSIGNED COUNSEL PLAN (OACP): Pursuant to Article 18B of the County Law, the Assigned Counsel Plan (ACP), in consultation with the Presiding Justices of the 1st and 2nd Appellate Division, has been providing quality legal services to indigent persons since 1966. All services provided by the Office of the Assigned Counsel Plan are funded by the City of New York through the Mayor’s Office of Criminal Justice. The ACP provides compensation to private attorneys for representing indigent clients charged with criminal offenses. Attorneys are assigned matters by the Court and the Administrator’s office when a conflict exists prohibiting the institutional providers from providing representation.

THE MAYOR’S OFFICE OF CRIMINAL JUSTICE (MOCJ): The Mayor’s Office of Criminal Justice advises the Mayor and First Deputy Mayor on criminal justice policy and is the Mayor’s representative to the courts, district attorneys, defenders, and state criminal justice agencies, among others. The office designs, deploys, and evaluates citywide strategies to drive down crime, reduce unnecessary arrests and incarceration, and improve the system’s fairness. MOCJ works with law enforcement and 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 RESPONSIBILITIES:

The new Director of Operations will drive operational excellence, performance management, and other strategic activities for the OACP. Under the direction of the Assigned Counsel Plan Administrators, and working in partnership with the 1st and 2nd Appellate Divisions of New York State and the Mayor’s Office of Criminal Justice, the Director of Operations will develop and implement innovative solutions to improve ACP operations. The desired candidate will:

- Develop and implement office-wide systems, policies and procedures that not only ensure compliance with best practices for indigent defense, but that can be a model for other assigned counsel plans nationwide.
- Work closely with the Administrators, the Appellate Division, and the Mayor’s Office of Criminal Justice to identify key organizational performance indicators that are aligned with industry best practices.
• Oversee the OACP Case Tracking System and work with Supervising Attorneys to ensure that ACP attorneys are receiving constructive feedback to support attorney development and litigation excellence.
• With Administrators, coordinate staff meetings and staff gatherings to promote a learning environment.
• Oversee facilities and technology for the OACP, ensuring efficient daily operations.
• Oversee IT for the OACP and ensure that technology is being used fully and strategically to improve office functions.
• Provide office management assistance, including oversight of human resources, space needs, records management and retention, and technology needs.
• Prepare and manage an annual department budget and coordinate with the Mayor’s Office of Criminal Justice to support budget analysis and maintenance.
• Support efforts to obtain grant award funding by identifying suitable opportunities and overseeing application procedures.
• Collect and analyze pertinent data on the operations, performance, costs, and needs of the OACP.
• Perform other duties as may be deemed necessary to fulfill the obligations of the office.

PREFERRED SKILLS AND/OR QUALIFICATIONS:

The successful candidate must have leadership qualities and should possess the following:
• Five (5) years of relevant professional experience preferred.
• Knowledge of issues that face the criminal justice system, including knowledge of the indigent defense system and court proceedings in New York City.
• Excellent organizational, time-management, and multi-tasking skills, including the ability to take initiative, problem-solve, balance competing priorities, and work independently within a fast-paced team environment.
• Ability to work comfortably with people at different levels within and outside the organization.

SALARY: Commensurate with experience

TO APPLY: Submit a cover letter, resume, and three (3) references to cjcresumes@cityhall.nyc.gov. Please be sure to include “ACP Director of Operations” in the subject line.

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