NYC OFFICE OF THE MAYOR
Office of the Assigned Counsel Plan | ACP
Mayor’s Office of Criminal Justice | MOCJ

Position: Program Assistant (2)
Location: New York, New York

ORGANIZATIONAL PROFILE:

THE OFFICE OF THE ASSIGNED COUNSEL PLAN: 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. These services 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: The Mayor’s Office of Criminal Justice (MOCJ) 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 Program Assistant will provide clerical support and assistance on a variety of special projects and administrative matters. The ideal candidate will provide administrative and operational assistance for the Assigned Counsel Plan Administrators and for the attorneys responsible for representing clients facing misdemeanor, felony and homicide charges in the Criminal and Supreme Courts in New York City. Under the supervision of the Assigned Counsel Plan Administrators and with some latitude for independent judgment, the Program Assistant will perform the following tasks:

- Respond to phone, fax and e-mail requests for information about case assignments.
- Correspond with court clerks and court personnel by phone, fax and e-mail to receive and process case assignments.
- Receive requests for assignment and referral and execute assignments of trial-level and special cases to panel members across all five counties in New York City.
- Enter attorney case assignments and modifications within the ACP Case Tracking System.
- Review and maintain monthly calendar of case assignments and arraignment day shifts.
- Organize and track new attorney applications and recertification files.
- Effectively organize and maintain attorney case files.
- Prepare and distribute attorney and expert rosters to the courts and other pertinent agencies.
• Support trainings provided through the CLE program by corresponding with presenters, notifying attorneys, preparing and distributing materials, pre-registering attorneys, and distributing CLE certificates.
• Provide administrative support to prepare for regular meetings of the Screening and Advisory Committee meetings and keep accurate, thorough minutes during meetings
• Provide administrative and operational assistance to OACP office staff.
• Carry out special projects, as needed.

PREFERRED SKILLS AND/OR QUALIFICATIONS:

• Associate’s degree or equivalent work experience providing administrative support to programs in the public or not-for-profit sector.
• Excellent organizational, time-management, and multi-tasking skills, including the ability to take initiative, problem solve, prioritize duties, 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
• Effective oral and written communication skills.
• Capacity for independence and the ability to work cooperatively to advance the goals of the Assigned Counsel Plan.
• Proficiency with office computer programs, such as Microsoft Word and Excel.
• Familiarity with and knowledge of the criminal justice system in New York City a plus.

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 Program Assistant” 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