Position: Senior Research Associate for the Assigned Counsel Plan
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 Senior Research Associate will work to create compelling reporting for the ACP and will play a key role in the development and administration of the office’s Case Tracking System. The Senior Research Associate will use innovative data-driven methods and advanced analytics to transform the way the OACP approaches all facets of its mission. The Senior Research Associate will also work with OACP attorneys and stakeholders to define their reporting needs and will strive to improve office-wide data literacy and reporting capabilities. The Senior Research Associate will play a key role in building out all of the office’s reporting and deploying solutions to help the Administrators and staff gain meaningful insights and to inform strategic decisionmaking.

The Senior Research Associate’s responsibilities include, but are not limited to:

- Research and develop analytic reporting solutions in furtherance of the OACP’s mission and strategic objectives.
- Develop a deep understanding of all data available to the OACP and work to improve data collection and data literacy for all members of the Assigned Counsel Plan.
- Lead OACP’s analytic efforts, including the data preparation, data visualization, descriptive analytics, and accessible reporting.
• Design and develop key performance indicators for regular monitoring and reports and in a manner that assists with strategic decision making and organizational success.
• Assess current reporting and inform the specifications and development of reporting enhancements.
• Partner with technical staff to identify, design, develop, and test new software application and features as they are developed for the OACP.
• Conduct quality assurance testing of the Case Tracking System, including regular monitoring of the system to ensure that it is functioning and properly maintained.
• Facilitate trainings of attorneys to utilize the Case Tracking System.

PREFERRED SKILLS AND/OR QUALIFICATIONS:

The successful candidate must have a broad range of skills, but above all, they must be curious, flexible thinkers who love learning new things and tackling challenges on a daily basis. In addition, the preferred candidate should possess the following:

• 2 – 4+ years of experience with data analysis, database administration, or research using a variety of methods.
• Undergraduate degree in an analytical field (i.e., Economics, Sociology, Computer Science, Business, etc.) or equivalent experience; graduate degree preferred.
• Experience with data management and analysis using statistical software (e.g., R, SAS, Stata, SPSS, other); Fluency with retrieval from relational databases via SQL and other coding mechanisms.
• Familiarity with Salesforce and Salesforce reporting preferred.
• Experience working to understand business users’ needs.
• Ability to balance competing priorities, complex situations and tight deadlines; ability to think outside of the box and develop novel strategies for analysis; ability to work independently in a fast-paced environment; ability to work comfortably with a wide variety of people at different levels within the organization.
• Passion for criminal justice

SALARY: Commensurate with experience

TO APPLY: Submit a cover letter, resume, and three (3) references to cjcreumes@cityhall.nyc.gov. Please be sure to include “ACP Senior Research Associate” 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