

# CIVILIAN COMPLAINT REVIEW BOARD CITYWIDE JOB VACANCY NOTICE

Civil Service Title: Executive Agency Counsel (M-I) Title Code: 95005  
Office Title: Assistant Deputy Executive Director for Investigations  
Work Location: 100 Church Street, 10<sup>th</sup> Floor NYC No. of Positions: 3  
Salary: Commensurate with experience (M-I salary range: \$75,000-90,000)

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## JOB DESCRIPTION

The Civilian Complaint Review Board (CCRB) is charged with investigating and mediating complaints members of the public file against New York City police officers involving the excessive use of force, abuse of authority, discourtesy or offensive language. The largest police oversight agency in the United States, the CCRB currently receives approximately 6,000 complaints each year. Investigations are conducted by the board's investigative staff of approximately 100 employees, all of whom are civilians. Additional information concerning the CCRB is available at [www.nyc.gov/ccrb](http://www.nyc.gov/ccrb).

The CCRB's Investigations Division is divided into teams, each consisting of line investigators, supervisors, and a manager. The CCRB seeks to hire an assistant deputy executive director (ADED), to provide legal review of investigations before investigative case files are submitted to the board for closure. Additionally, the ADED will assist in the training of investigators and supervisors and identify policing issues or practices that could be corrected through board policy recommendations. The ADED will also be assigned special legal projects, liaison with representatives of the New York City Police Department, and report to the Deputy Executive Director for Investigations with regard to legal and investigative issues.

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## QUALIFICATIONS

Juris Doctor degree, admission to the NYS bar, a minimum of four years of relevant legal experience, including significant exposure to criminal justice and policing issues, and NYC residency (within 90 days of appointment) are required. Supervisory experience and knowledge of the New York City criminal justice system are preferred.

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### TO APPLY:

#### CITY EMPLOYEES:

- 1) Apply through **Employee Self Service (ESS)** under Recruiting Activities
- 2) Search for **Job ID# 151494**

#### FOR ALL OTHER APPLICANTS:

- 1) Go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search)
- 2) Search for **Job ID# 151494**

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<b>Post Date: 5/30/2014</b>	<b>Post Until Filled</b>	<b>JVN # 151494</b>
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**The City is an Equal Opportunity Employer.**