Job ID: 495266  
# of Positions: 2

Business Title: Investigating Attorney Fellow – Racial Profiling and Biased Policing

Civil Service Title: AGENCY ATTORNEY INTERNE

Title Code No: 30086  
Level: 00

Title Classification: Non-Competitive

Proposed Salary Range: $62,397.00 - $75,760.00 (Annual)

Work Location: 100 Church St., N.Y.

Division/Work Unit: Civilian Complaint Review Bd

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

Job Description

The Civilian Complaint Review Board ("CCRB") is charged with investigating, mediating, and prosecuting complaints which members of the public file against New York City police officers involving the use of force, abuse of authority, discourtesy, offensive language, untruthful statements made by officers, and racial profiling and biased policing. The Board consists of 15 members who are appointed by the Mayor, the City Council and Public Advocate. The Board is responsible for governing the agency. The Executive Director is responsible for the day-to-day operations of the agency. As the largest police oversight agency in the United States, the CCRB currently investigates approximately 4,500 complaints each year.

In April 2021, the New York City Council passed Intro 2212, which clarified that the CCRB has the authority to investigate complaints of racial profiling and other forms of biased policing made by members of the public against New York City police officers.

To execute this newly clarified authority, the CCRB has created a Racial Profiling and Biased Policing ("RPBP") Investigations Unit. Reporting to the Director and Deputy Director of the RPB Unit the Investigating Attorney Fellow’s responsibilities include, but are not limited to, receiving, investigating, and managing civilian complaints of police misconduct that allege racial profiling and/or other forms of biased policing based on race, color, religion, gender, sexual orientation, age, disability, immigration or housing status.

The Investigating Attorney Fellow must then:

- Contact and schedule complainants for interviews to discuss incidents in detail.
- Interview witnesses of different racial, religious, and socioeconomic backgrounds, gender identities, and sexual orientations, some of whom may have mental or physical disabilities.
- Analyze and interpret rules, regulations, and policies as outlined in the NYPD Patrol and Administrative Guides, as well as relevant municipal, state and federal anti-discrimination statutes and court decisions.
- Request and obtain confidential and sensitive documentary evidence for cases, including but not limited to BWC footage, surveillance and/or cellphone footage, medical records, and police documents from both the NYPD and private entities (some field work may be required).
Schedule and conduct interviews of New York City police officers, who are represented by union attorneys and who are mandated by the NYPD Patrol Guide to provide a statement.

Work with CCRB data analysts to obtain and quantitatively analyze data relevant to allegations of biased conduct by NYPD officers.

Compose and summarize details of complainant, subject, and witness interviews.

Create Board Review Reports which concisely describe factual findings, applicable law, rules and reasoning employed to arrive at conclusion and submit all reports and suggested recommendations to the CCRB Board.

An Investigating Attorney Fellow should have the ability to:

- Manage multiple on-going cases and investigative projects at the same time
- Draft legal documents involving complex analysis
- Provide recommendations on questions of law and policy
- Engage with vulnerable populations with sensitivity and respect
- Maintain sensitive and confidential information

Investigating Attorney Fellows will undergo intensive orientation training and be managed by supervisors with investigative and administrative experience.

Investigating Attorney Fellows will become knowledgeable about policing in a democratic society, police department procedures, legal principles governing search and seizure law, racial profiling and biased policing, and the circumstances under which officers can use force.

- Comprehensive training with a cohort of Investigating Attorney Fellows and new CCRB investigators.
- Clear promotional path.
- Challenging and meaningful responsibilities.
- Diverse and inclusive work environment.
- Mentor assignment and support.

Minimum Qual Requirements

Graduation from an accredited United States law school as defined in the Rules of the New York Court of Appeals (Sections 520.3 or 520.5) or admission to the New York State Bar.

Preferred Skills

- At least one year of relevant and satisfactory academic research and/or legal work experience (including internships) in the areas of anti-discrimination, police misconduct, other civil rights, or criminal law
- Excellent attention to detail
- Exceptional organizational skills
- Ability to conduct efficient legal research
- Ability to rapidly understand provisions of applicable law and regulations
- Experience in handling multiple assignments with competing deadlines with a high degree of detail and accuracy
- Strong verbal and written communication skills
- Experience using industry-recognized public and private investigative search engines and databases (e.g. LexisNexis or CLEAR)
- Proficiency in Microsoft Office Suite, including the ability to create and manipulate Excel documents using custom field formulas
- Experience and comfort working and/or engaging with individuals from historically marginalized communities
- Strong commitment to public service

To Apply

CITY EMPLOYEES:

1. Apply through Employee Self Service (ESS) under Recruiting Activities
2. Search for Job ID# 495266

FOR ALL OTHER APPLICANTS:

1. Go to www.nyc.gov/careers/search
2. Search for Job ID# 495266

NO PHONE CALLS PLEASE.

ONLY THOSE CANDIDATES CONSIDERED FOR AN INTERVIEW WILL BE CONTACTED.

In compliance with Federal Law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

THE CITY OF NEW YORK AND THE CCRB ARE EQUAL OPPORTUNITY EMPLOYERS.

The NYC Civilian Complaint Review Board (CCRB) is committed to recruiting and retaining a diverse and culturally responsive workforce. We strongly encourage people of color, people with disabilities, veterans, women, and lesbian, gay, bisexual, and transgender and gender non-conforming persons to apply.

All applicants will be considered without regard to actual or perceived race, color, national origin, religion, sexual orientation, marital or parental status, disability, sex, gender identity or expression, age, prior record of arrest; or any other basis prohibited by law.

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

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