NEW YORK STATE | Commission on Prosecutorial Conduct

Associate Counsel

The Commission on Prosecutorial Conduct is an independent State agency dedicated to investigating prosecutorial conduct in New York State, serving to strengthen oversight of New York's prosecutors and to hold them to the highest ethical standards in the exercise of their duties.

Pursuant to Judiciary Law §§ 499-a – 499-j, the Commission has the authority to review and investigate the conduct of prosecutors to determine whether any prosecutorial conduct violates state law or court rules. Under the statute, the Commission is authorized to conduct a full range of investigative functions, including holding hearings, subpoenaing witnesses, requiring production of documents, conferring immunity, and transmitting findings of fact and recommendations regarding sanctions to the relevant attorney grievance committee. The Commission is also authorized to make its findings and recommendations public.

To learn more about the Commission, please visit https://cpc.ny.gov/.

Job Description

The Associate Counsel is an experienced attorney who is responsible for conducting confidential and sensitive investigations regarding allegations of prosecutorial misconduct in New York State. The Associate Counsel will report to the Deputy Director of Investigations. Duties of the Associate Counsel will include, but will not be limited to:

- Evaluate allegations of prosecutorial misconduct submitted to the Commission on Prosecutorial Conduct (CPC);
- Engage in preliminary fact-finding and analysis of complaints submitted to the CPC and draft memoranda for the Commission to aid in its determination of whether to open an investigation;
- Manage teams of investigators/paralegals and administrative assistants to execute investigations authorized by the Commission;
- Work collaboratively with CPC attorneys, including the Administrator and Deputy Director of Investigations, to investigate complaints;
- Draft reports summarizing the findings of investigations and provide recommendations to the Commission on whether to authorize formal complaints;
- Assist the Administrator and Deputy Director of Investigations in preparing for hearings;
- Assist the Administrator and Deputy Director of Investigations in presenting evidence at hearings;

- Conduct, in conjunction with other staff, comprehensive training sessions for both new and existing staff on pertinent legal matters and investigative techniques; and
- Other special projects as needed to enable the CPC to carry out its statutory mandate.

Minimum Qualifications

• J.D. with at least 6 years of experience as an attorney admitted to practice in the State of New York
• Excellent legal research and writing skills
• Excellent analytical skills
• Litigation experience (depositions, trials, and/or appellate)
• Ability to exercise discretion and confidentiality with sensitive matters

Preferred Qualifications

• Experience as a criminal defense attorney or prosecutor
• Understanding of the role of prosecutors and their ethical responsibilities
• Experience with investigations
• Excellent judgment in navigating questions of ethics and legal practice

To Apply

This is a Management/Confidential position appointed by the Administrator with a salary range of $120,500-$152,000, commensurate with education and experience. This is a hybrid position located in the CPC's New York City office.

Please submit an application with a cover letter, resume, and professional writing sample using the CPC's applicant submission form - https://app.smartsheet.com/b/form/019d979bfb3379aeb3853c96536cd9e8.

Please reference Vacancy ID #225442 on your cover letter.

Candidates from diverse backgrounds are encouraged to apply. The CPC is an equal opportunity employer and is committed to workplace diversity, equity, and inclusion.

The CPC will not offer permanent employment to any candidate unless the candidate provides documentation that they are authorized to accept work in the U.S. on a permanent basis. It is the policy of the CPC not to hire F-1 or H-1B visa holders for permanent employment or to sponsor non-immigrant aliens for temporary work authorization visas or for permanent residence.

REASONABLE ACCOMMODATION: The Commission on Prosecutorial Conduct provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the CPC Human Resources at HR@cpc.ny.gov or (518) 937-6728.