

DEPUTY BOROUGH CHIEF, FAMILY COURT DIVISION

The Family Court Division is currently seeking applicants for the position of Deputy Borough Chief (DBC) in the Division's Juvenile Delinquency Unit. The Family Court Division's Juvenile Delinquency Prosecution Unit investigates juvenile delinquency matters that are referred to the office and prosecutes the matters where appropriate. Juvenile delinquency matters currently involve youth ages 7 to 15 who have been arrested for conduct that would constitute a crime if they were adults. Effective October 1, 2018, the Raise the Age Legislation will raise the age of criminal responsibility in New York State. In prosecuting juvenile delinquency cases, the Family Court Division's Juvenile Delinquency Prosecution Unit seeks to ensure that those youth who commit delinquent acts are held accountable for their misconduct and receive appropriate services. The Family Court system is focused on rehabilitation. The qualified applicants will be assigned to a borough based on borough needs.

Duties may include, but are not limited to:

- Assisting the Borough Chief with the day-to-day supervision and management of the borough office(s). This can include and is not limited to:
- Supervising the Assistant Borough Chiefs including by promoting their professional development through training and assignment and oversight of tasks, duties and initiatives assigned to the Assistant Borough Chiefs;
- Overseeing and supervising the Assistant Borough Chiefs in their supervision of staff attorneys and their cases from referral through disposition both in and out of the courtroom and assisting them in the identification, recommendation, and negotiation of matters for pleas;
- Overseeing the litigation of the borough through court observations, including direct feedback, transcript reviews and case reviews identifying best practices and instituting immediate corrective practices when needed;
- Direct oversight over office initiatives and priority areas including but not limited to: disposition and violations of probation, intake, diversion, and Raise the Age transfers and removals;
- Providing legal and strategic advice to Assistant Borough Chiefs on their cases including by conducting case reviews and reviewing case files of the Assistant Borough Chiefs;
- Implementing and supervising office initiatives and administrative duties;
- Overseeing the identification recommendation and referral matters for diversion;
- Reviewing and editing written work, including petitions and supporting depositions, motions and Memoranda of Law;
- Reviewing court orders, including but not limited to, motion decisions;
- Develop and maintain collaborative relationships with all Division supervisors;

- Overseeing the accurate data entry of litigation events;
- Overseeing training legal and support professionals;
- Maintaining a small caseload at the discretion of the Borough Chief;
- Working with victims and advocating for victim issues;
- Overseeing, enhancing and continually developing an understanding of community concerns, having a presence in communities, and collaborating with community stakeholders to prevent and address juvenile delinquency;
- Oversight of the scheduling and holding of weekly and monthly meetings in the borough including but not limited to legal staff meetings and support professional meetings and individual meetings with their direct reports
- Assisting in the implementation of Raise the Age legislation;
- Oversight of the preparing, analyzing and utilizing statistical data;
- Writing, reviewing, and editing yearly performance evaluations for Assistant Borough Chiefs and providing input to attorney and other evaluations;
- Assisting in the development and implementation of borough and division-wide policies, procedures and protocols;
- Representing the Division at interagency committee meetings;
- Representing the Borough at citywide management meetings and interagency committees;
- Serving as a liaison to city and statewide agencies including but not limited to the NYPD, the Department of Probation and the Administration for Children's Services;
- Assisting the Borough Chief with a variety of administrative matters including personnel and resources;
- Conducting regular meetings with management staff, staff attorneys, and support professionals; and
- Drafting, reviewing, and monitoring performance enhancement and improvement plans.

This position will periodically involve participation in a citywide rotation of night/weekend court assignments.

Candidates should include borough assignment preference in their cover letter. All assignments will be made based upon the needs of the Division.

The successful candidate will have at least eight (8) years of experience in the Family Court Division or ten (10) years relevant experience in criminal and / or family law by September 2018, and a demonstrated knowledge of and experience in delinquency/criminal law. Other necessary qualifications include strong interpersonal, oral, and written communication and leadership skills. Admission to the NYS Bar is required.

The deadline to apply is August 27, 2018.

Please click the following link to apply to Job ID 355526: https://a127-jobs.nyc.gov/psc/nycjobs/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCHJOB.GBL?Page=HRS_APP_JBPS_T&Action=U&FOCUS=Applicant&SiteId=1&JobOpeningId=355526&PostingSeq=1. Please attach your cover letter and resume as one document under “resume” and a writing sample under “cover letter”.
