

## **DEPUTY BOROUGH CHIEF, SPECIAL VICTIMS UNIT, FAMILY COURT DIVISION**

The Family Court Division is currently seeking applicants for the position of Deputy Borough Chief (DBC) in the Special Victims Unit (SVU) of the Division's Juvenile Delinquency Prosecution 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 SVU handles all sex offense cases (Penal Law Article 130 offenses), cases involving commercially sexually exploited youth (CSEC), cases involving young victims under the age of 9 on non-Article 130 cases, teen dating violence cases and any cases that originate at the Child Advocacy Centers (CAC) which include both sex offenses and serious physical abuse cases involving victims under the age of 12. The qualified applicants will be assigned to a borough based on borough needs.

Duties may include, but are not limited to:

- Overseeing the borough's SVU cases at every stage from pre-arrest investigation, through filing of a petition, fact-finding and disposition;
- Supervising SVU attorneys including by promoting their professional development through training and assignment and oversight of tasks, duties and initiatives assigned to the SVU attorneys;
- Overseeing and supervising SVU 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 SVU 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 SVU attorneys on their cases including by conducting case reviews and reviewing case files of the SVU attorney;
- Attending meetings at the borough's CAC and coordinating with members of the multi-disciplinary team including NYPD, the district attorney's office, child welfare, the medical team and victim advocates.
- Implementing and supervising office initiatives and administrative duties;

- Overseeing the identification, recommendation and referral of SVU matters for diversion;
- Reviewing and editing written work, including petitions and supporting depositions, motions and Memoranda of Law, and search warrants;
- Reviewing court orders, including but not limited to, motion decisions;
- Develop and maintain collaborative relationships with all Division and Unit supervisors;
- Overseeing the accurate data entry of litigation events;
- Overseeing training legal and support professionals;
- Maintaining a small caseload at the discretion of the Unit 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 or Unit at interagency committee meetings;
- Representing the Borough or Unit 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 Unit 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.
- Participating in a city-wide on-call system for juvenile offenses that take place during evening and weekend hours.

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 355530: [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=355530&PostingSeq=1](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=355530&PostingSeq=1). Please attach your cover letter and resume as one document under “resume” and a writing sample under “cover letter”.

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