

The New York State Commission on Prosecutorial Conduct seeks to hire an experienced attorney to serve as the Commission’s inaugural Administrator.

About the Commission

The New York State Commission on Prosecutorial Conduct (CPC) is an independent entity within the executive department. The Commission is 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. The Commission consists of 11 non-salaried members appointed by the Governor, the majority and minority leaders of the legislature, and the Chief Judge.

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.

The Administrator

Judiciary Law § 499-c(7) provides that the Commission shall appoint an Administrator, who in turn “may appoint such deputies, assistants, counsel, investigators and other officers and employees as he or she may deem necessary, prescribe their powers and duties, fix their compensation and provide for reimbursement of their expenses within the amounts appropriated therefor.” The statute requires that the Administrator be an member of the bar of New York State for at least five year, who is not an active, former, or retired District Attorney or Assistant District Attorney.

Responsibilities: Working with the Commission, the Administrator will be responsible for:

- Devising a staffing plan for the CPC and leading the hiring of that staff;
- Overseeing day-to-day operations of the CPC, including oversight of the CPC’s investigative processes;
- Managing the CPC’s \$1.75 million budget and being the voice of the Commission in Albany regarding the budget;
- Leading the process for the Commission to draft, adopt, and promulgate rules and procedures for the CPC’s activities;
- Preparing an annual report of the CPC’s activities, including any legislative and administrative recommendations from the Commission;
- Such other duties as necessary to enable the Commission to carry out its statutory mandate.

Qualifications: The Administrator will be an experienced attorney, admitted to the practice of law in the State of New York, who has not served as a District Attorney or Assistant District Attorney. The ideal candidate will have an understanding of the role of prosecutors and their ethical responsibilities, an understanding of the legislative process and the state budget process,

substantial litigation experience, with a preference for candidates who have investigative experience with a body that has investigative and subpoena power, the ability to launch and then run an independent administrative entity, the ability to supervise complex investigations, the judgment necessary to navigate complex questions of ethics and legal practice, and the ability to effectively communicate with the general public and with public officials about the Commission's activities and priorities.

The Commission is an Equal Opportunity Employer and encourages applications from candidates from underrepresented backgrounds.

Salary Range: The salary range for this position is \$175,000 - \$195,000 depending on experience. Benefits are consistent with those provided to New York State employees.

Location: The Administrator will be responsible for establishing the CPC's offices in consultation with the Commission.

To apply, please submit a cover letter and resume by June 1, 2023 to jobs@cpc.ny.gov.