NEW YORK STATE | Commission on Prosecutorial Conduct

Managing Intake Attorney

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 Managing Intake Attorney is an experienced attorney who is responsible for effective and efficient intake management of all complaints submitted regarding allegations of prosecutorial misconduct in New York State. The Managing Intake Attorney will report to the Administrator in the New York City office. Duties of the Managing Intake Attorney will include, but will not be limited to:

- Manage day-to-day operations of a high volume, highly detailed intake process and initial evaluation and assessment of allegations of prosecutorial misconduct submitted to the Commission on Prosecutorial Conduct (CPC) to ensure efficiency and effectiveness, while maintaining quality and consistency of review;

- Develop and implement policies and procedures that guide the intake process; review, analyze, and make recommendations to the Administrator on the intake process performance to identify and take action on areas for improvement; devise and develop new strategies and set annual goals to improve the efficiency of evaluation to process cases more quickly while maintaining the integrity of the review;

- Establish and operationalize quality review systems to ensure cases are being evaluated in a timely and high-quality manner;

- Organize, maintain and oversee management of a case management system for the intake of submitted complaints;

- Manage and supervise the Intake Unit, a team of attorneys and administrative assistants, evaluating and reviewing pending and incoming complaints to keep them aligned, focused, motivated and high-performing;

- Recruit, train and supervise Intake Unit staff, providing leadership and direction to enhance communication and project management of an intake process;

- Engage in preliminary analysis of complaints submitted to the CPC and draft memoranda for the Commission to aid in its determination of whether to open an investigation;

- Work collaboratively with CPC attorneys, including the Administrator and Deputy Directors of Investigations, to analyze and report on complaints to determine initial action;

- 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 10 years of experience as an attorney;
- Admitted to practice in the State of New York;
- Understand the role of the prosecutor and their ethical responsibilities;
- Substantial litigation experience;
- Excellent research and writing skills and sound judgment; and
- At least three years of experience managing a team of direct reports.

Preferred Qualifications

- Experience in project management and analyzing data to make evidence-based decisions to enhance processes and improve the performance of a team;
- Strong leadership, communication, analytical, and organizational skills; and

- Significant experience in a supervisory role.

To Apply

This is a Management/Confidential position appointed by the Administrator with a salary range of $152,000-$173,000, commensurate with 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 #225440 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.