About the Office:
The Mayor’s Office of Criminal Justice (MOCJ) advises the Mayor and First Deputy Mayor on criminal justice policy and is the Mayor’s representative to the courts, district attorneys, defenders, and state criminal justice agencies, among others. The office designs, deploys, and evaluates citywide strategies to drive down crime, reduce unnecessary arrests and incarceration, and improve the system’s fairness. MOCJ works with law enforcement and city agencies, non-profits, foundations, and others to implement data-driven strategies that address current crime conditions, prevent offending, and build the strong neighborhoods that ensure enduring safety. To ensure effective results, the office draws on various disciplines, such as behavioral economics to “nudge” conduct and machine learning to develop reliable predictive analytics. Examples of MOCJ’s work include:

- **Justice Reboot**, making the system fairer and more efficient by safely driving down the jail population. These reforms include [reducing case processing times in the courts](#) and [making the summons process easier and more transparent](#);
- **The Mayor’s Action Plan on Behavioral Health and the Criminal Justice System**, a set of interlocking public health and public safety strategies that aim to reduce the number of people with behavioral health needs cycling through the criminal justice system;
- **The Mayor’s Action Plan for Neighborhood Safety**, a comprehensive initiative to reduce crime and strengthen neighborhoods in and around the 15 New York City Housing Authority developments that account for 20 percent of all violent crime in the City’s public housing; and
- **The Mayor’s Citywide Initiative to Reduce Gun Violence**, a comprehensive, neighborhood-based strategy to prevent gun violence in 14 precincts that account for 51 percent of shootings in New York City.

About the Role:
The Special Assistant for Operations, under the supervision of the Chief Operating Officer (COO), performs a wide range of clerical, secretarial, general office administrative duties, and special projects. The assistant works across MOCJ’s operations unit, which oversees MOCJ’s budget that includes more than $330 million of criminal justice service contracts, citywide court capital projects, and the implementation of high profile criminal justice initiatives.

This is an exciting entry-level opportunity for someone that is interested in learning the mechanics of City government and the criminal justice system. The candidate must be a highly motivated and detail oriented problem solver that enjoys taking the initiative and working on a team.

Responsibilities include but are not limited to:

- Perform clerical tasks as assigned that include assisting the COO with meeting material preparation, scheduling, and taking minutes.
- Work with the COO on human resource and staffing issues, which include generating staffing and vacancy lists and maintaining confidential staffing information.
- Organize and file the unit’s materials based on City retention requirements.
- Compile and submit travel requests and expense reports.
- Liaise with City Hall’s information technology and building services units as issues arise.
• Keep spreadsheets, management reports, project plans, and worklists updated for the operations team.
• Work on special projects for the operations management team, as assigned.

Qualifications:

• Bachelor’s degree and an interest in operations, budgetary planning/management, financial analysis, public policy analysis.
• Strong proficiency in Outlooks, Excel and Word, required;
• Strong organizational, analytical, proofreading and writing skills;
• Excellent organizational, time-management and multi-tasking skills, including the ability to take initiative, problem solve, prioritize duties, balance competing priorities, work independently and within a fast-paced and team environment, paying close attention to detail, meeting deadlines and working well under pressure;
• Maintaining an enthusiastic work ethic, in addition to possessing excellent interpersonal skills, which includes being able to work well with others in a diverse team/work environment.

Salary:  Commensurate with experience.

To Apply:  Please submit a resume, cover letter and three (3) references to Candidate Application

New York City Residency Is Required Within 90 Days Of Appointment
The City Of New York And The Office Of The Mayor Are Equal Opportunity Employers