



**Division of Criminal Justice
Office of Special Investigation – New York City
Community Liaison
Reference No. OSI_CL_NYC_6343**

Application Deadline is October 11, 2024

The Office of the New York State Attorney General is seeking a talented and innovative Community Liaison to join the [Office of Special Investigation](#) (OSI). OSI's members investigate incidents throughout the state in which a police officer or a peace officer (including a corrections officer) has caused the death of a person. If warranted, OSI's attorneys seek charges in connection with the incident and prosecute any resulting indictment. The Community Liaison position provides a unique and exciting opportunity to join a team of experienced prosecutors, legal support staff, and detective investigators who work together to strengthen public trust in the criminal justice system. This position will be based in New York City and report to the OSI Bureau Chief.

Duties:

- Collaborating with OSI attorneys and social workers, and with Communications, Policy, and Intergovernmental Affairs teams to develop and implement outreach strategies to engage with external stakeholders on issues of policing best practices, police-community relations, interaction between police and other institutions, and community safety.
- Preparing for and attending meetings that OSI attorneys and social workers conduct with the families of people who have died because of actions taken by law enforcement officers.
- Building and maintaining productive relationships with community members/leaders, organizations, elected and appointed officials, law enforcement agencies, and other groups with a stake in the way policing is done.
- Staying current on emerging issues in policing, shifting dynamics, and other updates to the landscape and sharing this information in regular reports/presentations.
- Preparing fact sheets, talking points, educational resources, presentations, and other materials.
- Attending and coordinating meetings, visits, and other outreach events/activities.

Qualifications

- **At least four (4) years** of experience in community-law enforcement relationships and policy, and/or politics and government is required.
- Familiarity with and understanding of the issues and politics surrounding policing reform and criminal justice reform.
- Forward thinking and proactive with a proven record of building/establishing relationships, trust, credibility, and goodwill with a range of stakeholders, from community advocates to police organizations.
- Excellent interpersonal, presentation and verbal and written communication skills, including the ability to understand and convey complex information effectively to a range of audiences.
- Capable of working well independently or in a team, strong organizational skills, and the ability to self-manage time/deadlines while also balancing priorities.
- Highly professional with sound judgement; must manage confidential information and emotionally charged situations/interaction with discretion, integrity, and sensitivity.
- Proficient with social media platforms.
- Availability to work outside of usual business hours and to travel periodically throughout the state.
- Proficiency in other languages is a plus but not required.

The annual salary for this position is \$80,537 + \$3,400 in location pay. As an employee of the OAG, you will join a team of dedicated individuals who work to serve the people of our State through a wide variety of occupations. We

offer a comprehensive New York State benefits package, including paid leave, health, dental, vision, and retirement benefits, and family-friendly policies. Additionally, the OAG offers a robust Workplace Flexibilities Program with multiple options for employees, including telecommuting (up to two days per week) and alternative work schedules.

*Candidates from diverse backgrounds are encouraged to apply.
The OAG is an equal opportunity employer and is committed to workplace diversity.*

HOW TO APPLY

Applications must be submitted online. To apply, please click on the following link: [OSI CL NYC 6343](#)

To ensure consideration, applications must be received by close of business on October 11, 2024.

Applicants must be prepared to submit a complete application consisting of the following:

- **Cover Letter**
 - You may address your letter to the Legal Recruitment Unit.
 - Indicate why you are interested in this position and what makes you a strong candidate. You may wish to include information about what life experiences you will bring to the position that will enhance the OAG's ability to better serve the diverse population of this state.
- **Resume**
- **Writing Sample**
 - Your sample should demonstrate your ability to analyze and organize information into an effective document that is well-organized and error-free.
 - If needed, please provide a cover page to provide the reviewer with any relevant context or background information.
- **List of three (3) references**
 - Only submit professional references, supervisory references are preferred.
 - For each reference, indicate the nature and duration of your relationship.
 - Include contact information and email addresses for each reference.
 - Please note that your references will not be contacted until after you interview for the position.

If you have questions regarding a position with the OAG and the application process or need assistance with submitting your application, please contact Legal Recruitment via email at recruitment@ag.ny.gov or phone at 212-416-8080.

For more information about the OAG, please visit our website: ag.ny.gov