

SPECIAL ASSISTANT TO THE DISTRICT ATTORNEY
(New York County District Attorney)

General Statement of Duties and Responsibilities

This is a management class of positions.

Incumbent acts as a special assistant to the District Attorney, performing confidential and complex analytical work in support of operations. Under general direction, with wide latitude for the exercise of independent initiative and judgment, is responsible for carrying out special projects of unusual complexity or confidentiality at the behest of the District Attorney. Incumbent performs related work.

Examples of Typical Tasks

Is responsible for investigation, analyzing, evaluation and advising the District Attorney concerning unusual situations, technologies, mandates and extraordinary operational problems.

Assists the District Attorney in the planning and implementation of new policies, procedures and programs designed to deal with unusual circumstances.

Represents the District Attorney with the Mayor's Office and other governmental offices involved in the Agency's special projects.

Coordinates the efforts of the various operational units involved in special projects, Acts as the liaison between the District Attorney and the Agency's bureaus, divisions, or office heads in this regard.

Gathers and prepares data for presentation by the District Attorney at hearings before City, State and Federal oversight agencies and legislative bodies.

May direct a staff of profession and support personnel.

May participate in agency-wide task forces.

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(New York County District Attorney) (continued)

Qualifications Requirements

A baccalaureate degree from an accredited college and four years of satisfactory full-time experience in one or more of the following fields: policy analysis, urban development, public relations, journalism, fund raising, advertising, public or business administration or a related field, at least eighteen months of which must have been in an administrative, managerial, or executive capacity or supervising personnel performing duties in one or more of the fields described above.

Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.