

**ADMINISTRATIVE OFFICER (KINGS DA)**

**General Statement of Duties and Responsibilities**

This is a management class of positions. Incumbents perform related work.

**Examples of Typical Tasks**

As Administrative Officer of the King County District Attorney (KCDA), develops and promulgates policy to further the agency's mission.

Provides broad oversight to KCDA's operational bureau for the unit.

Works closely with the Executive Office to conduct oversight reviews and modify the delivery of KCDA programs to meet agency targets.

Represents the agency at press conferences, community meetings, legislative hearings, and other public meetings; initiates complex action entailing the coordination of multiple agency divisions, governmental agencies, and community groups.

Performs related duties at the request of the Executive Office.

**Qualification Requirements**

1. A baccalaureate degree from an accredited college or university and five (5) years of full-time, satisfactory administrative, managerial experience in Business or Public Administration, or a related field, including two (2) years in Criminal Justice or a related field.
2. Education and/or experience equivalent to "1" above. However, all candidates must have 2 years of administrative, managerial experience in Criminal Justice, or a related field as described in "1" above.

**Direct Lines of Promotion**

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