

DIRECTOR OF SOCIAL SERVICES (KINGS DA)

General Statement of Duties and Responsibilities

This is a management class of positions.

Under executive direction, with wide latitude for the exercise for independent initiative and decision making, has responsibility for the daily coordination and oversight of all aspects of the Victim Services Bureau, which: provides a variety of court-related services, social services, and counseling services designed to meet the need of crime victims, witnesses, and their families; assists victims in understanding the criminal justice system; provides information regarding crime victims' rights in the Kings County.

Examples of Typical Tasks

Managing and supervising Victim Services staff in providing information related to the prosecution of the Office's cases.

Managing and supervising Victim Services staff in working collaboratively with Assistant District Attorneys to assist victims.

Responsible for ensuring Victim Services staff compliance with established policies and procedures.

Responsible for the administration of Victim Services funded grants and ensures program compliance with contract agreements.

Presents on behalf of the District Attorney to promote program services and develops and maintains relationships with external service organizations.

KINGS COUNTY DISTRICT ATTORNEY

DIRECTOR OF SOCIAL SERVICES (KINGS DA) (continued)

Qualification Requirements

Master's degree from an accredited college or university in social work or a human service-related field and five (5) years of experience in community-based organizations which included planning and implementing social services programs, including a minimum of three (3) years' experience managing and supervising staff.

Direct Lines of Promotion

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