

**DIRECTOR OF ALTERNATIVE SENTENCING AND OFFENDER
RE-ENTRY PROGRAMS (QUEENS DA)**

General Statement of Duties and Responsibilities

Under executive direction, with broad scope for the exercise of independent initiative, judgment, and decision-making, oversees, administers, and implements programs relating to alternative sentencing and offender re-entry. Performs related high policy level and confidential managerial work. Advises executive staff and the District Attorney regarding policy development and implementation in the area of alternative sentencing and offender re-entry. Directs and supervises staff and units performing functions related to Office's alternative sentencing and re-entry programs, consults on areas of expertise, performs related work.

Examples of Typical Tasks

Develop, manage, and oversee Office programs related to alternative sentencing for criminal defendants.

Supervise staff in the screening of defendants with substance or alcohol-related addictions, or mental health diagnoses, for placement in community-based or residential treatment programs in lieu of incarceration, and monitoring of offenders' compliance and progress during placements.

Serves as the Office's representative with partner agencies including New York State Division of Criminal Justice Services, New York City Probation, and non-profits.

Performs highly confidential managerial work relating to areas such as substance abuse, mental health services, alternative sentencing, and offender re-entry.

Advises executive staff and the District Attorney regarding policy development and implementation in the area of alternative sentencing and offender re-entry. Performs confidential studies and/or research for the District Attorney.

Represents the District Attorney through attendance at meetings, hearings or other events and may present on Office programs on the District Attorney's behalf.

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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 the 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.