

DIRECTOR OF FEDERAL AND STATE ASSET FORFEITURE
SPECIAL PROJECTS (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 and implements complex and sensitive programs, projects, and functions related to the administration, program oversight, and audit obligations of federal and state asset forfeiture funding. Advises the District Attorney and executive staff in developing, implementing, and overseeing County-wide criminal justice strategies utilizing asset forfeiture funds. Performs highly confidential managerial and consultative work; may direct and supervise staff and units performing functions related to asset forfeiture funding and performs related work.

Examples of Typical Tasks

Responsible for the administration, program oversight, and audit obligations of the Office's federal and state asset forfeiture funding.

Assists in overseeing and managing New York State and federal United States Departments of Justice and Treasury equitable sharing/asset forfeiture funding received, including budget planning and implementation, audit and review, and financial/management systems support.

Aids in preparing appropriate budget and cost estimate documents for presentation of spending plans and project accounting reports to the United States Departments of Treasury and Justice, and to New York State agencies, as needed.

Institutes regular compliance monitoring to ensure compliance with applicable guidelines, regulations and City, State, and federal requirements.

Serves as primary liaison on behalf of the District Attorney and executive staff with the United States Departments of Justice and Treasury's Asset Forfeiture Offices regarding permissible use of and accounting for asset forfeiture funds, as well as for audit and other obligations.

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SPECIAL PROJECTS (QUEENS DA) (continued)

Examples of Typical Tasks (continued)

Serves as advisor to the District Attorney and executive staff in developing, implementing, and overseeing County-wide criminal justice strategies utilizing asset forfeiture funds.

Assists with the establishment of appropriate internal controls for, and policies regarding, Federal and State equitable sharing/asset forfeiture funds, in accordance with applicable City, State, and Federal mandates and applicable forfeiture guidelines and regulations.

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

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 in the Non-Competitive Class.