

**DIRECTOR OF CRIMINAL JUSTICE DATA SHARE AND INFORMATION  
SERVICES (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 the Queens County District Attorney's Office, New York City, and New York State criminal justice data share program. Performs highly confidential managerial and policy work. May direct and supervise staff and units performing functions related to Office criminal justice data share efforts, consult on areas of expertise, or perform related work.

**Examples of Typical Tasks**

Represents the District Attorney and executive staff in the New York City and New York State criminal justice data share effort with criminal justice partners, including New York City's Departments of Corrections and Probation; NYPD; the New York State Office of Court Administration; New York State's Division of Criminal Justice Services; and the New York City Mayor's Office of Criminal Justice.

Establishes and supervises assigned staff, including business process analysts and programmers, in establishing criminal justice data share linkages and information sharing with federal, state and local agencies to enhance the efficiency of case handling.

Performs organizational research and analysis; makes recommendations to redesign business processes and increase efficiency, including the use of sophisticated methods and equipment and the development of customized software development, where needed.

Manages Office's comprehensive Case Tracking and Management System.

Advises the District Attorney and his executive staff on an ongoing basis on the development and implementation of County-wide strategies in this area.

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

**DIRECTOR OF CRIMINAL JUSTICE DATA SHARE AND INFORMATION  
SERVICES (QUEENS DA)** (Continued)

**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.