

**DIRECTOR OF SOCIAL SERVICES**  
**(New York District Attorney)**

**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, has responsibility for the daily coordination and oversight of all aspects of the Witness Aid Services Unit (WASU), 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.

**Examples of Typical Tasks**

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

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

Responsible for ensuring WASU staff compliance with established policies and procedures.

Responsible for the administration of WASU 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.

NC-X, PART I  
NEW YORK COUNTY  
DISTRICT ATTORNEY OFFICE [901]

CODE NO. MXXXXX

**DIRECTOR OF SOCIAL SERVICES**  
(New York District Attorney)

**Qualifications 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.

**Lines of Promotion**

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