



**Office of the
Special Narcotics Prosecutor
for the City of New York**

Bridget G. Brennan, Special Narcotics Prosecutor

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Confidential Secretary (Office of the Special Narcotics Prosecutor)

Duties/Responsibilities

This class of position for Executive Support to the Chief Assistant Office encompasses responsibilities of a confidential nature.

The Confidential Secretary acts for the Chief Assistant on all Administrative matters with respect to the confidential informant monitoring system; highly classified police corruption matters; Search Warrant Execution Coordinated with OSNP NYPD Police Unit; may need to intervene in assuring policy and procedure with Interstate Agreements/Extraditions and Governor's Warrants are adhered to; acts as liaison with other unit chiefs on confidential matters; has major responsibilities for carrying out Agency Procedures on Emergency Notification plans; prepares reports to agency head on confidential matters; oversees Bureau Coordinators in investigations databases; may perform complex confidential tasks ; performs related confidential duties as needed.