



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Maggie Brooks  
County Executive

Brayton M. Connard  
Director

**TITLE:** Community Relations Coordinator (\*\*NON-COMPETITIVE pending NYS approval)

**SALARY:** \$57,714 - \$74,290 Annually

**LOCATION:** Monroe County District Attorney's Office

### JOB SUMMARY:

This is a professional confidential position, reporting directly to the elected District Attorney of Monroe County. Working under direct supervision of the District Attorney, this employee responds to requests for information from the press regarding case dispositions, pro-active anti-crime programs, and planned responses to criminal justice issues, maintains the District Attorney's web page, keeping it up to date regarding upcoming trials, trial results, parole hearings, and pending criminal justice legislation, produces regular internal and external District Attorney newsletters and an annual report, publicizes anti-crime efforts sponsored by the District Attorney's Office, answers the daily stream of emails received by the DA's web address requesting information and assistance, and may meet with citizens and neighborhood groups to discuss on-going criminal prosecutions impacting their constituencies. Does related work as required, and is on call 24/7 to respond to media inquiries.

### MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma, plus:

- (A) Five (5) years of full-time or its part-time equivalent paid professional\* experience in a public relations, journalism, or advertising setting;  
OR
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Advertising, Public Relations, Journalism or a related field, plus three (3) years of experience as defined in (A) above;  
OR
- (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Advertising, Public Relations, Journalism, or a related field, plus one (1) year of experience as defined in (A) above;  
OR
- (D) Any equivalent combination of education and experience as defined by the limits of (A), (B), or (C) above.

\*for the purpose of these minimum qualifications, professional experience does not include clerical or secretarial type work.

### SPECIAL REQUIREMENTS:

- (1) Depending on position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.
- (2) Possession of a valid class D license to operate a motor vehicle in New York State at the time of application, or otherwise demonstrate your capacity to meet the transportation needs of the position.
- (3) Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

\*\*Non-Competitive positions have minimum qualifications that must be met in order to be considered for appointment. New titles being requested outside the competitive class must be approved by the New York State Civil Service Commission. The incumbent of a title that is "Pending State Approval" begins his/her probationary period when the State renders its classification decision. However, if the State's decision places the position in the Competitive class, the incumbent must take the next Civil Service examination, be reachable on the eligible list, and pass a probationary period.

**Send Civil Service Applications to:** Monroe County District Attorney's Office  
47 S. Fitzhugh Street  
Rochester, NY 14614  
Attention: Karen Farsace

**Posting Deadline:** August 21, 2009