



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Maggie Brooks
County Executive

Brayton M. Connard, SPHR
Director

TITLE: CHIEF DISTRICT ATTORNEY ADMINISTRATOR (EXEMPT)

SALARY: \$ 60,636 -\$ 78,050 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. It is a non-legal staff position involving responsibility for the smooth operation of the legal and non-legal areas of the District Attorney's Office including fiscal management, budget management, general administration, purchasing, grant writing and administration, and personnel management. This work is highly confidential in nature as it deals with the sensitive and confidential problems and issues surrounding the administration of the District Attorney's Office. Direct supervision is exercised over a large clerical staff. General supervision is received from the District Attorney. Does related work as required.

PREFERRED QUALIFICATIONS:

The preferred qualifications for this position, set by the District Attorney's Office are:

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 personnel, finance, accounting, or criminal justice setting; OR
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree , 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 , plus one (1) years of experience as defined in (A) above, OR
- (D) Any equivalent combination of education and experience as that indicates the ability to fulfill the requirements of the position.

SPECIAL REQUIREMENTS: If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

ADDITIONAL INFORMATION: Candidates for employment with Monroe County Government will be required to pass a Pre-employment drug test and Pre-employment Background Investigation. The Candidates will be required to pay for the cost of fingerprinting, which is \$100.00. If the candidate is hired they will be reimbursed via payroll.

RESIDENCY REQUIREMENT: Applicant must be a resident of Monroe County at the time of appointment

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

Posting Deadline: January 15, 2011