

The Sullivan County District Attorney's Office is seeking to fill the following position:

SPECIAL ASSISTANT

This Special Assistant will join the District Attorney's Office and will assist in activities relating to a variety of administrative functions focused on grants, fiscal reporting, procurement card reconciliation, vendor management, grant procurement and liaison between District Attorney's administration and County Offices as appropriate. The holder of this position will report to the District Attorney and his Administration.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree and two (2) years of progressively responsible professional-level experience in project management, grant procurement, reporting, and financial analysis in a management position; or
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree and four (4) years of progressively responsible professional-level experience in project management, grant procurement, reporting, and financial analysis in a management position.

SPECIAL REQUIREMENT: *Knowledge of the County Financial System preferred.*

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SALARY: Entry: \$65,406.00 Full: \$80,897.00

TO APPLY ONLINE, visit: <https://sullivan-portal.mycivilservice.com/jobopps>

This is a competitive class position subject to Civil Service Examination.

Applications will be accepted until position is filled.

EEO/AA Employer

M/F/D/V