

SPECIAL ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: 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.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Prepare and effectively present comprehensive reports and recommendations orally and in writing to a variety of individuals and groups, elicit support for new funding programs from other members of the Administration and stakeholders;

Define priorities and meet deadlines;

Identify and manage trusted vendors for multiple publicly funded programs;

Work with varied department officials to resolve issues related to department fiscal needs, grant applications, procurement, submission of claims for reimbursement, including obtaining additional supporting documentation as needed;

Identify funding opportunities, grants administration, and collection of revenue in the form of federal, state, and local grants, as well as special programs designed to augment the District Attorney's Office, with the resources needed to address the needs of vulnerable populations susceptible to being harmed by crimes and to investigate and prosecute crimes;

Coordinate with stake holders and prepare specifications for work plans identifying key

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deliverables, and critical dates;

Review claims for grant disbursement, reimbursement, and payments to ensure compliance with applicable federal/state and County guidelines and contract terms;

Perform other related duties as directed by the District Attorney and his administration; and

All case-related information and knowledge obtained in the performance of these duties will be treated as confidential information, subject to the protections of the attorney-client privilege.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Strong written and verbal communication skills; proficient in Microsoft Office Suite; and a working knowledge of the County Financial System preferred.

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

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position.

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.

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Jurisdictional Class: Competitive
Public Hearing: n/a
NYS Civil Service Commission Approval: n/a

Reviewed and placed in Classplan: