

PROGRAM SPECIALIST (COMMUNITY PROSECUTION)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision, an incumbent participates in planning, developing and implementing a community prosecution program for the Westchester County District Attorney's Office. The program provides the community and its constituent groups with education, assistance and advocacy services related to the criminal justice process, accessing available prevention, victim and offender services, and identifying needs for new and improved programs. Additionally, this is a community relations position in which the incumbent acts as a liaison between District Attorney staff and the public. This position involves confidentiality and considerable independent judgment. Supervision is not normally a function of the position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Works with community groups interested in the development or improvement of County services related to crime prevention, detection and law enforcement;

Provides information and referral services for community members to assist them in accessing existing services;

Acts as a liaison to community groups assisting police and prosecutors in developing crime prevention strategies and garnering community support for these efforts;

Represents the District Attorney's Office at meetings with constituents, advocacy groups, community leaders and the public;

Develops and conducts needs assessment surveys and makes recommendations regarding new or improved programs;

Participates in planning and developing new or expanded services, based on needs assessments;

Advocates for members of a community in order to access necessary services;

Makes presentations to community groups regarding the availability of services;

Maintains a directory of resources that are available to the community by various government agencies;

Assists crime victims and witnesses in dealing with the criminal justice system;

Maintains community contacts to assess the effectiveness and community attitudes about existing programs;

Implements and monitors community outreach and crime prevention activities for the District Attorney's Office;

Prepares a variety of written reports and presentations.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles and practices of public and community relations; good knowledge of the functions of the various organizations dealing with crime prevention and detection and the rehabilitation of criminal offenders; good knowledge of the criminal justice system as it applies to victims and criminal offenders in Westchester County; ability to establish effective working relationships with individuals and groups, and to communicate effectively both orally and in writing; tact; resourcefulness; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High School graduation or an equivalency diploma and six years of experience in a criminal justice system related position which involved participating in the planning, development or administration of a community relations, community education, or community services program.

SUBSTITUTION: Satisfactory completion of 30 credits towards a Bachelor's Degree* may be substituted on a year for year basis for the above stated experience to a maximum of 4 years.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.