

Job Description

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DISTRICT ATTORNEY KINGS COUNTY Job Posting Notice

Job Details

Job ID:	376239	# of Positions:	1
Business Title:	Legislative Analyst	Title Code No:	56058 Level: 00
Civil Service Title:	COMMUNITY COORDINATOR	Proposed Salary Range:	\$ 52,524.00 - \$ 60,000.00 (Annual)
Title Classification:	Non-Competitive		
Job Category:	Legal Affairs		
Career Level:	Experienced (non-manager)		
Work Location:	350 Jay St, Brooklyn Ny		
Division/Work Unit:	Executive Support Staff		

Job Description

The Kings County District Attorney's office is in the midst of a transformational process called Justice 2020, in which we seek to change the way we as prosecutors think about our work, considering each case to determine how best to fulfill our vision of keeping Brooklyn safe and strengthening community trust by ensuring fairness and equal justice for all. As part of our commitment to a fair and just criminal justice system, we seek to increase our legislative advocacy in support of criminal justice reform. The Office has an immediate opening for a Legislative Analyst in its Policy and Strategy Department. In this position, the Legislative Analyst will be responsible for monitoring criminal justice-related bills, summarizing them for the Policy and Strategy Council and the DA, and supporting our legislative advocacy.

Responsibilities include:

- Monitor and summarize criminal justice-related legislation.
- Interface with the District Attorneys Association of New York (DAASNY), other DA's offices and other system actors and advocates.
- Draft proposed legislation on behalf of our office.
- Perform other related duties and tasks as assigned.

Minimum Qual Requirements

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

Preferred Skills

Qualifications:

- Experience analyzing legislation.
- Knowledge of the New York City and State legislative process.
- Substantive knowledge of criminal justice issues.
- Ability to multi-task and meet deadlines.
- Excellent written and verbal interpersonal, organizational, and communication skills required.
- Must be extremely detail-oriented, self-motivated, highly-organized, resourceful, and reliable.
- Existing relationships with elected officials and legislative staff strongly preferred

Additional Information

Educational Requirements:

- Bachelor's Degree required.
- Master's degree in a related field (Policy or Criminal Justice) or similar experience preferred.

**Salary will commensurate with experience.

To Apply

Click the "Apply Now" button.

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

POSTING DATE: 12/12/2018

POST UNTIL: Until Filled

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