

ADVISOR, GAY, LESBIAN, AND TRANSGENDER ISSUES
(New York County District Attorney)

General Statement of Duties and Responsibilities

This is a management class of positions.

Under executive direction, with wide latitude for the exercise for independent initiative and decision, serves as an advisor to the District Attorney and Executive Staff on gay, lesbian, and transgender issues related to criminal justice and the LGBTQ community. In addition, serves as a liaison between this Office and the gay, lesbian, and transgender communities for gender equity matters and policies for the agency.

Examples of Typical Tasks

Works with the District Attorney and the Executive Staff to develop strategies and programs aimed at addressing the criminal justice concerns of the LGBTQ Community.

Works collaboratively with Executive Management, Senior Legal Staff and community based organizations, to create and design specific programs for use as alternatives to incarceration in post-conviction Hate Crime sentencing.

Develops and implements office wide trainings for newly hired legal staff on issues of cultural competency and best practices related to LGBTQ persons as victims/witnesses/defendants.

Develops and implements office wide trainings for support staff on issues of cultural competency related to the LGBTQ Community.

Serves as an EEO Coordinator within the Office responsible for assisting Executive Management with the full implementation of the agencies EEO policies and best practices. Duties include assisting in the resolution of complaint matters, training and education of staff, guiding best practices particularly related to LGBTQ concerns.

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Examples of Typical Tasks (continued)

Serves as an LGBTQ representative to the Offices' Diversity Committee. Working under the direction of the Chief Diversity Officer, develop educational workshops, trainings and cultural programs aimed at fostering a diverse workplace with a commitment to full inclusion and best practices.

Assists Executive Communications staff in developing appropriate messaging directed at the LGBTQ Community.

Represents the NY County District Attorney at city-wide interagency meetings aimed at developing impactful approaches for criminal justice reform as they relate to the LGBTQ Communities of NYC

Represents the NY County District Attorney at city-wide LGBTQ Community events. Responsible for collaborative efforts between LGBTQ community-based groups and the District Attorney's Office.

Qualifications Requirements

1. A baccalaureate degree from an accredited college and four years of satisfactory experience of a nature to qualify for the duties and responsibilities of the position, at least 18 months of which must have been in an administrative, managerial, consultative or executive capacity or supervising personnel performing activities related to the duties of the position.