

CHIEF OF RESTORATIVE JUSTICE (KINGS DA)

General Statement of Duties and Responsibilities

This is a management class of positions.

Incumbent acts as a special assistant to the District Attorney, performing confidential and complex analytical work in support of operations. Under general direction, with wide latitude for the exercise of independent initiative and judgment is responsible for carrying out special projects of unusual complexity or confidentiality at the behest of the District Attorney. Incumbent performs related work.

Examples of Typical Tasks

Assist the District Attorney in the planning and implementation of new policies, procedures and programs designed to the restorative justice initiatives.

Develop, manage, and oversee Office programs related to designing and coordinating the office's restorative justice initiatives.

Represent the District Attorney with the Mayor's Office and other governmental offices involved in the Agency's special projects.

Coordinates the office's restorative justice initiatives, including analyzing existing prosecutorial and diversionary protocols and practices, acts as the liaison between the District Attorney and the Agency's bureaus, divisions, or office heads in this regard.

Gathers and prepares data for presentation by the District Attorney at hearings before City, State, and Federal oversight agencies and legislative bodies.

May direct, develop, and deliver training to a staff of professional and support personnel.

May participate in agency-wide task forces.

CHIEF OF RESTORATIVE JUSTICE (KINGS DA) (continued)

Qualification Requirements

1. Admission to the New York State Bar; and either “2” or “3” below.
2. One year of satisfactory experience in the New York City criminal justice system; or
3. Five (5) years of satisfactory administrative, management experience and three (3) years of Restorative Justice Practice.

Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment.

Direct Lines of Promotion

None. This class of positions is classified in the Non-Competitive class.