



**OFFICE OF THE DISTRICT ATTORNEY
RICHMOND COUNTY
JOB VACANCY NOTICE**

TITLE COMMUNITY LIAISON OFFICER (3 POSITIONS)	SALARY \$55,000 - \$75,000
BUREAU EXECUTIVE	LOCATION 130 STUYVESANT PLACE

JOB DESCRIPTION:

The Richmond County District Attorney's Office has openings for three (3) Community liaison officers for its newly created Community Partnerships Unit (CPU). The mission of CPU is to strengthen relationships between law enforcement and the Staten Island community and communicate and promote initiatives that protect public safety and prevent crime. Under the direct supervision of Director of Community Partnerships, the primary responsibilities of the positions include, but are not limited to:

- Develops and delivers presentations and initiatives that raise awareness on guns, domestic violence, identity theft and other issues threatening the borough.
- Collaborates on a regular basis with NYPD, government agencies, elected officials and other stakeholders for the purpose of building effective communication, enhancing relationships and promoting a positive public image.
- Attends and represents the agency at community meetings and other events as it relates to the scope of the community partnership initiatives.
- Brings information and feedback from the community to the office in order to inform policy and program development and implementation.
- Utilizes internet, technology, social media and publications to research on issues affecting the borough of Staten Island.
- Analyzes data and complex information to prepare clear, concise, and accurate reports, correspondence, records and other written materials.
- Other duties as assigned.

PREFERRED SKILLS:

- A baccalaureate degree from an accredited college and two years of experience in community organizing or community relations on Staten Island
- Excellent organizational, writing and communication skills
- Experience in intergovernmental project management with the ability to develop and foster responsive relationships between the local community officials and law enforcement agencies.
- Exceptional time management skills with attention to detail and ability to prioritize.
- Proficiency in Microsoft Office Suite (Word, Excel, and PowerPoint).
- Strong work ethic, and ability to complete tasks in a timely fashion with limited supervision
- Bilingual Spanish speaking ability a plus.

NOTE: *Candidates will be required to sign one (1) year commitment to the hiring bureau.*

QUALIFICATION 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.

TO APPLY FOR THIS POSITION:

Please submit cover letter/resume electronically using one of the following methods:

CITY EMPLOYEES: Apply through Employee Self Service (ESS). www.nyc.gov/ess. Search for Job ID #: **266643**

ALL OTHER APPLICANTS: Go to www.nyc.gov/careers/search. Search for Job ID#: **266643**

Only applicants scheduled for interviews will be contacted.

The Richmond County District Attorney's Office is an Equal Opportunity Employer.

Dated October 7, 2016	Post Until Filled	Transmittal Number 905-17-027
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