



**OFFICE OF THE DISTRICT ATTORNEY  
RICHMOND COUNTY**

**JOB VACANCY NOTICE**

<b>TITLE</b> PRINCIPAL ADMINISTRATIVE ASSOCIATE III	<b>SALARY</b> \$49,488 - \$75,630
<b>BUREAU</b> ADMINISTRATION/IT UNIT	<b>LOCATION</b> 130 STUYVESANT PLACE

**JOB DESCRIPTION:**

Under the direct supervision of the Chief of Administration, candidate will serve as the Director of Information Technology (IT). The candidate will be responsible for the following:

- Oversee the administration and maintenance of the entire RCDA infrastructure, including the LAN, all computers, printers, software and network security;
- Oversee and administer basic computer training for all employees;
- Oversee all Help Desk activities;
- Interact with outside information technology consultants and oversight City agencies

**QUALIFICATION REQUIREMENTS:**

1. A baccalaureate degree from an accredited college and three years of satisfactory full-time progressively responsible clerical/administrative experience, one year of which must have been in an administrative capacity or supervising staff performing clerical/ administrative work of more than moderate difficulty; or
2. An associate degree or 60 semester credits from an accredited college and four years of satisfactory, full-time progressively responsible experience as described in "1" above; or
3. A four year high school diploma or its equivalent and five years of satisfactory, full-time progressively responsible experience as described in "1" above; or
4. Education and/or experience equivalent to "1", "2" or "3" above. However, all candidates must possess the one year of administrative or supervisory experience as described in "1" above. Education above the high school level may be substituted for the general clerical/ administrative experience (but not for the one year of administrative or supervisory experience described in "1" above) at a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 3 1/2 years.

**TO APPLY FOR CONSIDERATION, PLEASE WRITE:**

**NAME:** Elizabeth Dalton, Director of Human Resources  
Office of the District Attorney, Richmond County  
**ADDRESS:** 130 Stuyvesant Place, Room 714, Staten Island, New York 10301

**\* Please indicate the transmittal number on your resume or cover letter when responding.**

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

<b>Dated</b> November 6, 2009	<b>Post Until</b> December 4, 2009	<b>Transmittal Number</b> 905-10-005
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