

<p style="text-align: center;">Westchester County Department of Human Resources</p>	<h1 style="margin: 0;">Civil Service Job Opportunities</h1>
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DATE: 5/8/17

**POST UNTIL: 5/19/17
(Filing Deadline)**

Control No.	Title	Job Group	Class
084-17	CHIEF ADMINISTRATOR - DISTRICT ATTORNEY	XVIII	EXEMPT

IF YOU APPLY FOR THIS JOB OPENING, YOUR APPLICATION (XD10) MUST BE SUBMITTED TO THE FOLLOWING LOCATION BY THE FILING DEADLINE:

Patricia A. Kaley
 District Attorney's Office
 111 Dr. Martin Luther King Jr. Blvd.
 White Plains, NY 10601

Located in the Office of the District Attorney – White Plains: Under direction from the District Attorney, an incumbent in this position directs the non-legal/administrative support and financial affairs of the District Attorney's Office. In this capacity, an incumbent serves as the principal advisor to the District Attorney on all administrative and financial matters that require the exercise of independent judgment and action. Discretion and confidentiality are key aspects of the work of this position, especially as they relate to the authorization and review of confidential/investigatory expenditures. Significant contacts will occur with key managerial personnel within the department as well as other County departments, state and federal agencies. This position is distinguished from that of Chief Assistant District Attorney, which is responsible for daily legal operations and activities, as they relate to the preparation and presentation of cases to the several courts within the County of Westchester. During periods of absence of the District Attorney, this class is authorized to act on behalf of the former in all administrative and financial matters. Supervision is exercised over a substantial number of non-legal personnel including assignments, training and administration. Does related work as required.

DESIRED: Bachelor's Degree* in accounting or business administration and either: (a) seven years of professional experience in accounting; auditing; budgeting or administrative analysis and operations, three years of which was in the field of law enforcement, including or supplemented by three years of supervisory experience; or (b) a Master's Degree* and five years of experience as stipulated in (a) including or supplemented by three years of supervisory experience.

NOTES: (1) The number of years of experience required in the minimum qualifications is based upon the presumption of full-time employment. Part-time experience will be prorated based on a 35 hour workweek. (2) Verified and documented volunteer (unpaid) experience will only be credited when specifically allowed by the job description or examination announcement.

ONLY EXPERIENCE GAINED AFTER ATTAINING THE MINIMUM EDUCATION LEVEL INDICATED IN THE MINIMUM QUALIFICATIONS WILL BE CONSIDERED IN EVALUATING EXPERIENCE.

***SPECIAL NOTE:** Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

SALARY: \$125,045 - Starting Salary
 \$163,920 - Maximum reached in four additional steps

SUBMIT: Application (XD10) and Resume

INCLUDE THE CONTROL NUMBER OF THIS JOB POSTING ON YOUR APPLICATION (XD10).

AN APPLICATION FEE IS NOT REQUIRED AT THIS TIME. PLEASE SUBMIT AN APPLICATION (XD10) AND RESUME.