

NOTICE OF VACANCY

DEPARTMENT: Oneida County District Attorney's Office

TITLE: Child Advocacy Center Administrator

GRADE/SALARY plus EXCELLENT BENEFITS: 40M - \$51,598

This is a tested, Civil Service position.

DISTINGUISHING FEATURES OF THE CLASS: This position involves planning, administering, and supervising the Oneida County Child Advocacy Center. The administrator is responsible for the formation of policies and procedures governing the operation and investigations of the Child Advocacy Center, which is a multi-agency consortium responsible for investigating and prosecuting child sex offenses committed against children in Oneida County. The incumbent performs related work as required.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduated from a regionally accredited or New York State registered college or university with a Juris Doctorate's Degree **AND** one (1) year of experience in administration**; **OR**
- (B) Graduated from a regionally accredited or New York State registered college or university with a Master's Degree in one of the Social Sciences* **AND** two (2) years of investigative experience in law enforcement, one (1) year of which shall have been in administration**; **OR**
- (C) Graduated from a regionally accredited or New York State registered college or university with a Bachelor's Degree in one of the Social Sciences* **AND** three (3) years of investigative experience in law enforcement, one (1) year of which shall have been in administration**; **OR**
- (D) Graduated from a regionally accredited or New York State registered college or university with an Associate's Degree in one of the Social Sciences* **AND** five (5) years of investigative experience in law enforcement, one (1) year of which shall have been in administration**.

NOTE: Verifiable part-time experience as described in (B) above will be pro-rated toward meeting full-time experience requirements.

*Social Science degree must be in: Sociology, Counseling, Criminal Justice, Human Development, Social Work, or Psychology.

**Administration - responsible direction and control of an identifiable organizational unit or program; in addition to the supervision of work groups, an administrator is involved in planning, resource allocation, program evaluation and policy formation. Experience performing specialized functions or "staff activities" such as budgeting, finance, administrative analysis or personnel, which do not involve the aforementioned responsibilities, are not considered administration experience.

MAIL APPLICATION TO:

Oneida County Department of Personnel
John Talerico, Commissioner
800 Park Avenue
Utica, NY 13501

APPLICATIONS MUST BE RECEIVED NO LATER THAN: Applications accepted until July 23, 2010.

Blank applications may be picked up in Personnel – 3rd Floor of the Oneida County Building or downloaded and printed from our web site at www.ocgov.net, (click on Oneida County Department of Personnel). You may also call (315) 798-5726 and have an application sent to you.

****Oneida County is an equal opportunity employer****