



DISTRICT ATTORNEY KINGS COUNTY
Job Posting Notice

Job ID	772350	# of Positions	1
Business Title	Director of Victim Services		
Civil Service Title	ADM MANAGER-NON-MGRL FRM M1/M2		
Title Code No	1002C	Level	03
Title Classification	Competitive		
Proposed Salary Range	\$145,000.00 - \$145,000.00 (Annual)		
Work Location	350 Jay St, Brooklyn Ny		
Division/Work Unit	Victim Services		

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Job Description

**Only candidates who are permanent in the title of Administrative Manager or reachable on the Open-Competitive list may apply. Please include your Notice of Result card. You will not be considered for an interview if you do not meet the mentioned civil service criteria. **

. **Comparable Title are welcome to apply. **

The Kings County District Attorney's Office (KCDA) is one of the largest prosecutors' offices in the country and is committed to developing and implementing innovative prosecutorial strategies that will fulfill our vision of keeping Brooklyn safe while at the same time ensuring fairness and justice for all. KCDA has an exciting opportunity to work as the Director of Victims Services Unit.

The Victim Services Unit (VSU) of the Kings County District Attorney's Office assists crime victims, witnesses, and their families in navigating the criminal justice system throughout the duration of the investigation and/or prosecution of the criminal case. The VSU team is collaborative, demonstrates good judgment, and is highly professional.

The primary duties of this position are as follows:

Provide task and clinical supervision to social workers, victim advocates, and interns within VSU on the provision of counseling services, safety planning, and administrative functions. Focus paid to models and theories of treatment, vicarious trauma, compassion fatigue, and transference in the worker-client relationship. Assess the training needs of staff and make appropriate recommendations. Work collaboratively with all Bureaus throughout the office to support crime victims (e.g., assigning staff to cases, engaging ADAs on VSU and crime victims' rights, etc.).

Develop, apply for, implement, and manage state and federal grants (ex, OVS, DCJS, DOJ). Provided training and outreach to professional and community groups. Build and maintain working relationships with social services leaders, grant funders, and the public. Represent the KCDAO and VSU at stakeholder and coalition meetings. Act as primary consultant and representative for social work issues for the District Attorney.

Provide short-term counseling, court accompaniment, and direct services to victims in a variety of settings within the office.

Preferred Skills

- Currently a Licensed Clinical Social Worker (LCSW), "R" preferred
- Master's degree in social work and at least 4 years of direct work experience in the field of

- victim services
- SIFI certificate and previous supervisory experience
- Experience working with clients using a trauma-informed lens
- Bilingual ability and previous program coordination experience are a plus
- Strong interpersonal skills and ability to work with a wide range of individuals

Additional Information

** This position requires being on-call evenings and weekends **

Minimum Qual Requirements

1. A baccalaureate degree from an accredited college and four years of satisfactory, full-time progressively responsible clerical/administrative experience requiring independent decision-making concerning program management or planning, allocation for resources and the scheduling and assignment of work, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or
2. An associate degree or 60 semester credits from an accredited college and five years of satisfactory, full-time progressively responsible experience as described in "1" above, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or
3. A four-year high school diploma or its educational equivalent and six years of satisfactory, full-time progressively responsible experience as described in "1" above, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or
4. Education and/or experience equivalent to "1", "2" or "3" above. However, all candidates must possess the 18 months of administrative, managerial, executive or supervisory experience as described in "1", "2" or "3" above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for the administrative, managerial, executive or supervisory experience described in "1", "2" or "3" above) at a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 3½ years.

55-a Program

This position is also open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate at the top of your resume and cover letter that you would like to be considered for the position through the 55-a Program.

Public Svc Loan Forgiveness

As a prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S. Department of Education's website at <https://studentaid.gov/pslf/>.

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

POSTING DATE 03/06/2026

POST UNTIL 04/05/2026

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race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.