



Our Future Starts  
With *you!*

**POSITION:** Community Prosecution Coordinator (HELPS)

**DEPARTMENT:** Albany County Office of the District Attorney

**SALARY RANGE:** \$50,000-\$54,000

**LOCATION & HOURS:** 6 Lodge Street, Albany, NY 12207, 8:30A-4:30P

**BENEFITS:**

- |                                      |                         |                                   |
|--------------------------------------|-------------------------|-----------------------------------|
| ▶ Generous Paid Time-Off             | ▶ NYS Retirement System | ▶ Work-Life Balance               |
| ▶ Health, Dental, Vision and Hearing | ▶ Tuition Reimbursement | ▶ Public Service Loan Forgiveness |

**DESCRIPTION:**

This is a paraprofessional entry-level position which is responsible for participating in planning, developing and implementing a community prosecution program for the District Attorney's Office. The program provides the community and its constituent groups with education, assistance, and advocacy services related to the criminal justice process, accessing available prevention, and victim and offender services. The incumbent is supervised by the Chief Criminal Investigator and may oversee the work of interns and volunteers. Does related work as required.

**MINIMUM QUALIFICATIONS: EITHER:**

- A. Completion of a minimum of sixty (60) college credits at an accredited college or university in the field of Criminal Justice, Human Services, Sociology, Psychology or related field and one (1) year of experience in monitoring, evaluating and providing technical assistance in the development and review of criminal justice programs, community relations, community education, or community services programs or one (1) year of experience, or training equivalent, in dealing with re-entry after incarceration; *OR*,
- B. Possession of a High School Diploma or general equivalency diploma and four (4) years of experience in monitoring, evaluating and providing technical assistance in the development and review of criminal justice programs, community relations, community education, or community services programs or four (4) years of experience, or training equivalent, in dealing with re-entry after incarceration.

**Please upload a resume with this application.**

**POINT OF CONTACT FOR INQUIRIES:**

Jennifer Aguila-Chief of Staff  
jennifer.aguila@albanycountyny.gov

**Candidates will not have to take an exam for this title.** This is a Hiring Emergency Limited Placement (HELP) Program-designated title. The HELP Program is a temporary program designed to help local government employers address current staffing issues. Traditionally, the titles filled under the HELP Program required job candidates to compete in a competitive exam to be considered for employment. For the duration of the program, this title will be classified as non-competitive and categorized as a "HELP Program" position. At the close of the program, this position will revert to competitive class status. Employees occupying positions filled through the HELP Program will be granted competitive class status without the need to participate in a competitive exam.

