



Office of Victim Services

VACANCY ANNOUNCEMENT

DATE: 11/30/15

APPLICATION DUE DATE: 12/14/15

The Office of Victim Services (OVS) announces the following job vacancy:

Title and Salary Grade: Program Outreach Specialist 2, SG-23

Position Location OVS
80 South Swan Street, 2nd Floor Albany, NY 12210

Work Schedule: Monday – Friday; 9:00 a.m. – 5:00 p.m.

Jurisdictional Class: Competitive

Appointment Type: Permanent/Provisional

Bargaining Unit: PEF

Duties/Responsibilities:

Reporting to the Deputy Director of Administration, the responsibilities of this position will include, but are not limited, to the following: developing and directing a workforce development and training program for more than 225 Victim Assistance Programs (VAPs) funded with State and Federal monies; developing outreach programs and public relations efforts to publicize OVS and VAPs and the resources available to the innocent victims of crime; assisting with the development of Requests for Proposals as well as the overall procurement to distribute \$100 million in anticipated Federal Victim of Crime Act funding; assisting in the preparation of required federal reports; and aiding in the overall management of this grant program.

Minimum Qualifications:

Permanent:

Permanent service in this title, or one year of permanent competitive service in a title allocated to a SG-21 or higher and otherwise eligible for transfer under Civil Service Law.

Provisional:

Open-competitive: Seven years of professional experience, including one year of supervising professional staff, in a position where your primary responsibility was the large scale promotion and representation of programs and services to public and/or private organizations or the general public for the purpose of increasing participation in, or utilization of, these programs and services.

Substitution:

1. Professional experience in the administration or delivery of a public assistance program (a temporary assistance program, employment program, food assistance program and/or energy assistance program, child support enforcement program, refugee program, housing program, or nutrition education program) in a federal, state, local or

community-based organization may be substituted on a year-for-year basis for the non-supervisory qualifying experience up to five years; or

2. College credits may be substituted for up to four years of the non-supervisory qualifying experience, at a rate of 15 semester credit hours equaling six months of experience.

Any combination of 1 or 2 above may be substituted for up to five years of the non-supervisory qualifying experience.

Preferred Qualifications:

A Master's degree or higher in Public Administration, Criminal Justice, Public Policy Analysis or Communications; experience in providing training and outreach; proficiency in Microsoft Office; and excellent communications skills is preferred.

Contact: Interested candidates should submit their letter of interest and resume to:

Theresa Geleta
DCJS - Human Resources Management
80 South Swan Street, 10th Floor
Albany, NY 12210

Fax: 518-457-4000

E-Mail: dcishrm@dcjs.ny.gov

REASONABLE ACCOMMODATION: The Office of Victim Services provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Division of Criminal Justice Services Office of Human Resources Management at (518) 485-1704.