



**OFFICE OF THE DISTRICT ATTORNEY
RICHMOND COUNTY**

JOB VACANCY NOTICE

TITLE ASSISTANT DISTRICT ATTORNEY (3 POSITIONS)	SALARY \$69,000 - \$90,000
BUREAU INVESTIGATIONS	LOCATION 130 STUYVESANT PLACE

JOB DESCRIPTION:

The Richmond County District Attorney's Office is seeking three (3) full-time admitted Attorneys to perform prosecutorial duties in its Investigations Bureau.

Primary responsibilities of the positions include, but are not limited to: participating in the investigation and prosecution of long-term, complex, criminal investigations, often involving wiretaps, that encompass, but are not limited to: narcotics, gang, conspiracy, organized crime, and white collar fraud offenses.

PREFERRED SKILLS:

- Proficient at Grand Jury presentations and drafting search warrants.
- Experience in long-term, and wire-tap, investigations.
- Detail oriented and strong writing skills required.
- Proficient in reviewing, organizing, and analyzing voluminous records, including telecommunications, financial, medical and insurance records.

QUALIFICATION REQUIREMENTS:

1. NEW YORK STATE BAR ADMISSION AND FOUR (4) TO SEVEN (7) YEARS OF PROSECUTORIAL EXPERIENCE.
2. WRITING SAMPLE REQUIRED.

MUST BE A NEW YORK STATE RESIDENT

TO APPLY FOR THIS POSITION:

Please submit cover letter/resume electronically using one of the following methods:

CITY EMPLOYEES: Apply through Employee Self Service (ESS). www.nyc.gov/ess.

Search for Job ID #: **229921**

ALL OTHER APPLICANTS: Go to www.nyc.gov/careers/search. Search for Job ID#: **229921**

Only applicants scheduled for interviews will be contacted. Submission of application does not guarantee that you will receive an interview.

The Richmond County District Attorney's Office is an Equal Opportunity Employer.

Dated February 8, 2016	Post Until Filled	Transmittal Number 905-16-012
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