



OFFICE OF THE DISTRICT ATTORNEY RICHMOND COUNTY

JOB VACANCY NOTICE

TITLE ASSISTANT DISTRICT ATTORNEY (2 POSITIONS)	SALARY \$69,000-\$80,000
BUREAU NARCOTICS BUREAU	LOCATION 130 STUYVESANT PLACE

JOB DESCRIPTION:

The Richmond County District Attorney's Office is seeking two (2) full-time admitted Attorneys to perform prosecutorial duties in its Narcotics Bureau. Primary responsibilities of the positions include but are not limited to:

- Screen, review, evaluate and present cases to the Grand Jury in a professional and timely manner.
- Represent the People at pre-trial hearings and trials in matters within the jurisdiction of the Narcotics Bureau, in a thorough and professional manner.
- Perform institutional assignments such as Calendar ADA, Felony Duty ADA, Narcotics Duty ADA, and rotating Complaint Room Supervisor.
- Forge and maintain appropriate professional relationships with other staff members, criminal justice partners, and witnesses.

PREFERRED SKILLS:

- Strong analytical, organizational, written and oral communication skills.
- Strong people skills.
- Resourcefulness, ability to work independently, and as part of a team, in a fast paced environment.
- Foreign language skills a plus.

QUALIFICATION REQUIREMENTS:

1. New York State Bar Admission.
2. Three to Seven years of prior prosecutorial experience.

MUST BE A NEW YORK STATE RESIDENT

TO APPLY FOR THIS POSITION:

Address your cover letter and resume to Director of Human Resources and send electronically to Recruitment@rcda.nyc.gov

Please indicate the **transmittal number** on the upper right corner of your cover letter and resume when responding.

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 July 19, 2016	Post Until Filled	Transmittal Number 905-17-009
--------------------------------	------------------------------	--