



# OFFICE OF THE DISTRICT ATTORNEY RICHMOND COUNTY

## JOB VACANCY NOTICE

<b>TITLE</b> ASSISTANT DISTRICT ATTORNEY <b>1 POSITION</b>	<b>SALARY</b> \$80,000- \$120,000
<b>BUREAU</b> TRIAL BUREAU	<b>LOCATION</b> 130 STUYVESANT PLACE

### JOB DESCRIPTION:

The Richmond County District Attorney's Office has an opening for a full-time admitted attorney to serve in its Trial Bureau. The ADA's responsibilities will include, but will not be limited to:

- Investigating matters involving the sale, possession, transportation, use, and possession of firearms;
- Screening, reviewing, and evaluating firearms arrests;
- Presenting firearm cases to the grand jury in a professional and timely manner;
- Representing the District Attorney at hearings and trials in firearms prosecutions;
- Developing sources of information regarding firearms offenses;
- Coordinating with members of RCDA Crime Strategies Unit regarding patterns and trends of firearms trafficking;
- Liaising with members of the NYPD at the boro level, as well as other NYPD specialized units responsible for the investigation of firearms offenses;
- Forging and maintaining appropriate professional relationships with other staff members, victims, witnesses, and law enforcement partners;
- Other duties as assigned.

### 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. Four (4) to ten (15) years' experience of prosecuting firearms cases.
3. Trial experience in the form of (10) or more felony cases to verdict.

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](mailto: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.**

<b>Dated</b> July 29, 2016	<b>Post Until</b> Filled	<b>Transmittal Number</b> 905-17-013
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