



# OFFICE OF THE DISTRICT ATTORNEY RICHMOND COUNTY

## JOB VACANCY NOTICE

<b>TITLE</b> ASSISTANT DISTRICT ATTORNEY (1 POSITION)	<b>SALARY</b> \$69,000-\$78,000
--	---------------------------------

<b>BUREAU</b> EXECUTIVE ADA	<b>LOCATION</b> 130 STUYVESANT PLACE
-----------------------------	--------------------------------------

### JOB DESCRIPTION:

The Richmond County District Attorney's Office is seeking one (1) full-time admitted Attorney to perform prosecutorial duties in our Crime Strategies Unit (CSU). The mission of CSU is to collaborate with RCDA staff and criminal justice partners to identify crime drivers; identify patterns and trends of crime; gather and sort intelligence, to enhance prosecutorial outcomes through the application and implementation of intelligence driven prosecution.

The applicant will be expected to use technological resources to enhance, document, archive, and analyze crime data and evidence from numerous sources, including social media, for use in targeted prosecutions. The position requires regular contact with NYPD representatives and other law enforcement entities, as well as attendance at citywide meetings regarding the planning and implementation of crime reduction strategies.

Perform other duties as assigned.

### PREFERRED SKILLS:

- Prior felony jury trial and grand jury experience.
- A comprehensive understanding of NYPD procedures, resources, and databases.
- Advanced computer skills in Excel, PowerPoint, and Multimedia editing.
- Detail oriented, strong organizational, time management, writing, and oral advocacy skills.
- Familiarity with Staten Island crime trends and "Hot Spots".

### QUALIFICATION REQUIREMENTS:

1. New York State Bar admission.
2. Four (4) to seven (7) years' experience of 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](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> 905-17-014
-------------------------------	-----------------------------	---