OFFICE OF THE DISTRICT ATTORNEY
RICHMOND COUNTY

JOB VACANCY NOTICE

TITLE ASSISTANT DISTRICT ATTORNEY **1 POSITION**	**SALARY** $72,000- $90,000
BUREAU TRIAL BUREAU	**LOCATION** 130 STUYVESANT PLACE

JOB DESCRIPTION:

The Richmond County District Attorney's Office has an opening for a mid-level, admitted attorney to serve in its Trial Bureau. The ADA's responsibilities will include, but will not be 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 Trial Bureau, namely, homicides, burglaries, robberies, weapons, and assault offenses.
- Forge and maintain appropriate professional relationships with other staff members, criminal justice partners, victims 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. Four (4) to twelve (12) years of prior prosecutorial experience
3. Must have tried fifteen (15) 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

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	Post Until	Transmittal Number
November 1, 2016	**Filled**	**905-17-029**