



**OFFICE OF THE DISTRICT ATTORNEY  
RICHMOND COUNTY**

**JOB VACANCY NOTICE**

<b>TITLE ASSISTANT DISTRICT ATTORNEY (2 POSITIONS)</b>	<b>SALARY \$67,500 - \$73,500</b>
<b>BUREAU INVESTIGATIONS</b>	<b>LOCATION 130 STUYVESANT PLACE</b>

**JOB DESCRIPTION:**

The Richmond County District Attorney's Office is seeking two (2) 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](http://www.nyc.gov/ess). Search for Job ID #: **276643**

**ALL OTHER APPLICANTS:** Go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search). Search for Job ID#: **276643**

*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> December 23, 2016	<b>Post Until</b> Filled	<b>Transmittal Number</b> 905-17-039
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