



**OFFICE OF THE DISTRICT ATTORNEY
RICHMOND COUNTY
JOB VACANCY NOTICE**

TITLE ASSISTANT DISTRICT ATTORNEY/DEPUTY CHIEF OF THE CRIMINAL COURT BUREAU (1 POSITION)	SALARY \$85,000 - \$105,000
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BUREAU CRIMINAL COURT BUREAU)	LOCATION 26 CENTRAL AVENUE
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JOB DESCRIPTION:

The Richmond County District Attorney's Office is seeking a full-time admitted Attorney to serve as the Deputy Chief of the Criminal Court Bureau. Under the supervision of the Chief of the Criminal Court Bureau, the Deputy Chief will be responsible for the following:

- Assist the Bureau Chief in overseeing and managing the day-to-day operations of the Criminal Court Bureau, whose jurisdiction includes, but is not limited to, complaint writing, handling arraignments, trial preparation and overall prosecution of misdemeanors;
- Assist the Bureau Chief in ensuring that the policies of the District Attorney's (DA) are implemented;
- Represent the Bureau Chief at suppression hearings and trials;
- Provide guidance and mentoring to Bureau ADAs regarding ethical responsibilities, completeness of drafted complaints, making offers and recommending bail;
- Prosecute misdemeanors cases;
- Interact with the Supreme Court Bureau, other criminal justice partners, and ensure that the appropriate Chiefs are consulted on felony cases.

PREFERRED SKILLS:

- Supervisory experience and foreign language skills a plus;
- Extensive experience in prosecuting misdemeanors;
- Strong analytical, organizational, written and oral communication skills;
- Resourcefulness and ability to work independently and as part of a team

QUALIFICATION REQUIREMENTS:

1. NEW YORK STATE BAR ADMISSION PLUS SIX (6) OR MORE YEARS OF PROSECUTORIAL EXPERIENCE;

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. Search for Job ID #: **281697**

ALL OTHER APPLICANTS: Go to www.nyc.gov/careers/search. Search for Job ID#: **281697**

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 February 14, 2017	Post Until Filled	Transmittal Number 905-17-043
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