



**OFFICE OF THE DISTRICT ATTORNEY  
RICHMOND COUNTY**

**JOB VACANCY NOTICE**

<b>TITLE ASSISTANT DISTRICT ATTORNEY (3 POSITIONS)</b>	<b>SALARY \$65,208 - \$68,101</b>
<b>BUREAU CRIMINAL COURT</b>	<b>LOCATION 26 CENTRAL AVENUE</b>

**JOB DESCRIPTION:**

The Richmond District Attorney's Office is seeking three (3) full-time candidates who are; admitted attorneys, or who are law graduates who have passed the New York State Bar and are awaiting admission, or who are May 2017 law graduates who are committed to sitting for the July 2017, New York State Bar Examination, to perform prosecutorial duties in our Criminal Court Bureau.

Under the general supervision of the Chief of Criminal Court Bureau, the selected candidates' specific duties will include:

- Drafting accusatory instruments;
- Prosecuting misdemeanor cases that include, but are not limited to: DWI, assault, drug offenses, criminal mischief, VTL offenses, etc.;
- Representing the District Attorney at arraignments, pre-trials hearing, bench and jury trials.

**PREFERRED SKILLS:**

- Foreign language skills a plus.

**QUALIFICATION REQUIREMENTS:**

1. New York Bar admission, or passed bar and awaiting admission, or May 2017 law graduates sitting for the July 2017 NYS Bar Examination.
2. 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 #: **285523**

**ALL OTHER APPLICANTS:** Go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search). Search for Job ID#: **285523**

*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> March 28, 2017	<b>Post Until</b> Filled	<b>Transmittal Number</b> 905-17-048
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