



OFFICE OF THE DISTRICT ATTORNEY RICHMOND COUNTY

JOB VACANCY NOTICE

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| TITLE ASSISTANT DISTRICT ATTORNEY (1 POSITION) | SALARY \$75,000 - \$90,000 |
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| BUREAU NARCOTICS | LOCATION 130 STUYVESANT PLACE |
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JOB DESCRIPTION:

The Richmond County District Attorney's Office has an opening for a mid-level attorney to perform prosecutorial duties involving narcotics cases in its Narcotics-Investigations Bureau. The ADA's responsibilities will include, but will not be limited to

- Participate in the investigation and prosecution of narcotics related offenses, often involving felony-level offenses related to the unlawful possession and distribution of narcotics and/or controlled substances.
- Forge and maintain appropriate professional relationships with other staff members, criminal justice partners, victims and witnesses.

PREFERRED SKILLS:

- Felony trial experience.
- Proficient at Grand Jury presentations and drafting search warrants.
- Experience in long-term, and wire-tap, investigations.
- Proficient in reviewing, organizing, and analyzing voluminous records, including telecommunications, financial, medical and insurance records.

QUALIFICATION REQUIREMENTS:

1. New York State Bar admission.
2. Four (4) to eight (8) years of prior prosecutorial experience.
3. 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. Search for Job ID #: **287322**

ALL OTHER APPLICANTS: Go to www.nyc.gov/careers/search. Search for Job ID#: **287322**

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.

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| Dated April 18, 2017 | Post Until Filled | Transmittal Number 905-17-049 |
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