



**OFFICE OF THE DISTRICT ATTORNEY
RICHMOND COUNTY**

JOB VACANCY NOTICE

TITLE ASSISTANT DISTRICT ATTORNEY (2 POSITIONS)	SALARY \$40,000 - 55,000
BUREAU CRIMINAL COURT	LOCATION 67 TARGEE ST./ 130 STUYVESANT PLACE

JOB DESCRIPTION:

THE RICHMOND COUNTY DISTRICT ATTORNEY'S OFFICE IS SEEKING TWO (2) PART TIME ADMITTED ATTORNEYS (MINIMUM OF 21 HOURS/ WEEK) TO SERVE AS COMPLAINT ROOM SUPERVISORS IN OUR CRIMINAL COURT BUREAU. COVERAGE IS NEEDED FOR: 3:30 P.M. - 11:30 P.M. MONDAY THROUGH SATURDAY AND AN 8:00 A.M. - 4:00 P.M. SHIFT ON SATURDAY AND SUNDAY.

FOR THE MONDAY THROUGH SATURDAY EVENING SHIFTS, COMPLAINT ROOM SUPERVISORS WILL OVERSEE THE SCREENING OF ARRESTS SUBMITTED FOR PROSECUTION, AS WELL AS THE DRAFTING OF COMPLAINTS BY ASSISTANT DISTRICT ATTORNEYS. THE COMPLAINT ROOM SUPERVISOR WILL ALSO HAVE THE RESPONSIBILITY FOR THE OVERALL SUPERVISION OF THE COMPLAINT ROOM.

FOR THE SATURDAY AND SUNDAY DAYTIME SHIFTS, WEEKEND COURT IS IN SESSION. THEREFORE, COMPLAINT ROOM SUPERVISORS WILL OVERSEE ALL ARRAIGNMENTS HANDLED BY ASSISTANT DISTRICT ATTORNEYS, AS WELL AS OVERSEEING THE SCREENING OF ARRESTS SUBMITTED FOR PROSECUTION AND THE DRAFTING OF COMPLAINTS BY ASSISTANT DISTRICT ATTORNEYS.

SUPERVISORY EXPERIENCE AND FOREIGN LANGUAGE SKILLS A PLUS.

QUALIFICATION REQUIREMENTS:

1. NEW YORK STATE BAR ADMISSION PLUS 5 OR MORE YEARS OF PROSECUTORIAL EXPERIENCE.

MUST BE A NEW YORK STATE RESIDENT

TO APPLY FOR CONSIDERATION, PLEASE WRITE:

**NAME: Elizabeth Dalton, Director of Human Resources
Office of the District Attorney, Richmond County**

ADDRESS: 130 Stuyvesant Place, Room 714, Staten Island, New York 10301

*** Please indicate the transmittal number on your resume or cover letter when responding.**

The Richmond County District Attorney's Office is an Equal Opportunity Employer.

Dated October 8, 2009	Post Until November 13, 2009	Transmittal Number 905-10-004
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