



NYC Job Posting ID #372496

POSITION AVAILABLE

**Criminal Court
Deputy Bureau Chief**

RICHMOND COUNTY DISTRICT ATTORNEY

The men and women of the Richmond County District Attorney's office work each day in partnership with Law Enforcement and the people of Staten Island to pursue justice for victims of crime, to prevent crime in all its forms, and to promote the safety and well-being of all citizens of our Borough.

THE ROLE

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
- Interact with the Supreme Court Bureau, other criminal justice partners, and ensure that the appropriate Chiefs are consulted on felony cases

MINIMUM REQUIREMENTS

1. New York Bar admission
2. Must be a New York State resident.

PREFERRED SKILLS

- Supervisory experience and foreign language skills a plus;
- At least 6 years' experience in prosecuting misdemeanors;
- Strong analytical, organizational, written and oral communication skills;
- Resourcefulness and ability to work independently and as part of a team

CIVIL SERVICE TITLE: **Assistant District Attorney**

SALARY RANGE: **\$90,000 - \$110,000**, Commensurate with experience; full NYC benefits package

APPLICATION DEADLINE: **November 24, 2018**, or until filled

TO APPLY: ALL APPLICATIONS MUST BE SUBMITTED THROUGH THE NYC JOBS WEBSITE

City Employees – Click [here](#) and log in to ESS.

Non-City Employees – Go to <https://a127-jobs.nyc.gov/>

- Search for job ID number: **372496**
- Click on the job business title: **Deputy Bureau Chief of Criminal Court**
- Click on “Apply Now” at the bottom of the posting

Please submit a writing sample with your cover letter.

Only candidates under consideration will be contacted.

The candidate selected for this position must be a resident of the City of New York or become a resident within 90 days of appointment.

THE RICHMOND COUNTY DISTRICT ATTORNEY IS AN EQUAL OPPORTUNITY EMPLOYER AND A COPY OF THE EQUAL OPPORTUNITY PROGRAMS IS AVAILABLE IN THE HUMAN CAPITAL DIVISION. THE DEPARTMENT MAKES AVAILABLE ACCOMMODATIONS FOR DISABLED APPLICANTS