



NYC Job Posting ID #390764

POSITION AVAILABLE

**Bureau Chief
Criminal Court**

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 one a full-time admitted Attorney to serve as the Chief of the Criminal Court Bureau.

The Bureau Chief will be responsible for the following:

- Oversee and manage 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.
- Train and mentor bureau ADAs in all areas of professional practice, especially those involving ethical responsibilities, grand jury practice, trial preparation, and trial advocacy.
- Advance the professional development of bureau ADAs.
- Forge and maintain relationships with other bureau chiefs, other criminal justice partners, and ensure that the appropriate chiefs are consulted on felony cases.
- Assess professional strengths of bureau ADAs, and support staff, and then assign tasks and cases accordingly to maximize favorable results
- Establish bureau goals, with periodic assessments of whether goals are being met, and whether they warrant adjustment or modification
- Ensure periodic review of bureau ADAs' cases to ensure that they are being handled in a timely and professional manner.
- Delegate responsibility in an appropriate manner.
- Ensure staff compliance with office practices, policies and procedures.
- Maintain and ensure the accuracy of bureau records.
- Submit weekly and monthly reports in a timely and accurate fashion.
- Forge and maintain relationships with outside agencies.
- Solve problems in a timely and professional manner

- Communicate effectively with DA/CADA/EADA regarding noteworthy developments.
- Communicate effectively with subordinates.
- Interact with subordinates, superiors, other law enforcement agencies, victims, witnesses in a professional manner.
- Follow directions and implement policies of the Richmond County District Attorney

QUALIFICATIONS

- New York State Bar Admission
- 7 to 10 years of prior prosecutorial experience
- Must be a New York State resident

PREFERRED SKILLS

- Strong analytical, organizational, written and oral communication skills.
- Strong people skills.
- Leadership ability.
- Managerial experience.

CIVIL SERVICE TITLE: **Assistant District Attorney**

SALARY RANGE: **\$120,000 - \$140,000** Commensurate with experience; full NYC benefits package

APPLICATION DEADLINE: **May 18, 2019**, 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: **390764**
- Click on the job business title: **Chief, Criminal Court Bureau**
- Click on “Apply Now” at the bottom of the posting

Please be advised 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