



NYC Job Posting ID# 531915

*POSITION AVAILABLE*

**Domestic Violence Bureau  
Assistant District Attorney**

**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 admitted attorneys, law graduates who have passed the New York State Bar and are awaiting admission, or who are approaching their last year of law school and preparing to take the New York State Bar Examination to perform prosecutorial duties in our Domestic Violence Bureau.

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

- Forge and maintain appropriate professional relationships with other ADAs, criminal justice partners, victims, witnesses during case preparation and disposition.
- Screen, review, evaluate and present cases to the Grand Jury in a professional and timely manner.
- Represent the People at pre-trial hearings and trials in matters within the jurisdiction of the Domestic Violence Bureau.
- Forge and maintain appropriate professional relationships with other staff members, criminal justice partners, victims, and witnesses.

**WORK LIFE BALANCE**

At RCDA we believe in a healthy work life balance, which is why we embrace a hybrid of in person and work from home schedule. Fostering a culture of wellness and self-care, we also acknowledge our managers who work a significant number of hours within a two-week period with DA certificates, allowing them a day off without having to use their accrued leave.

**BENEFITS**

RCDA provides extensive benefits packages including the choice of any city-wide health plan! there's also the Management Benefits Fund, which provides a comprehensive dental and vision coverage, access to free life insurance, and a gym reimbursement. Other benefits include a six (6) week parental leave we give to expecting parents; yearly reimbursement for the bar association

fee; yearly reimbursement for the notary fee; and last but certainly not least, as a public service employee you are eligible for the Public Service Loan Forgiveness program (PSFL), which forgives the remaining balance on your direct loans after you've reached a certain number of qualifying payments (most people use this to forgive school loans)!

### **MINIMUM REQUIREMENTS**

1. New York State Bar Admission.
2. Three to ten years of prior prosecutorial experience.
3. Must be a New York State resident.

### **PREFERRED SKILLS**

- Strong analytical, organizational, written, and oral communication skills.
- Strong people skills
- Resourcefulness, ability to work independently, and as part of a team, in a fast-paced environment.
- Foreign language skills a plus

CIVIL SERVICE TITLE: **Assistant District Attorney**

SALARY RANGE: **\$77,000 - \$93,000**, Commensurate with experience; full NYC benefits package

APPLICATION DEADLINE: 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: **531915**
- Click on the job business title: **Assistant District Attorney – Domestic Violence 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.

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

Nothing can provide a higher level of protection against COVID-19 or do more to speed the City's recovery than vaccination, which is safe and lifesaving. Convenient and community-based vaccination sites can be found via [nyc.gov/vaccinefinder](https://nyc.gov/vaccinefinder) or by calling 877-VAX-4-NYC.

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