



NYC Job Posting ID # **546641**

POSITION AVAILABLE

**Appeals Bureau Chief
Appeals Bureau**

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 DIVISION

The Appeals Bureau is responsible for all appellate advocacy in the Office, and serves as the research center for all the office's Assistant District Attorneys. In addition to writing briefs, post-conviction motion responses, and responses to federal habeas corpus petitions, attorneys in the Appeals Bureau assist trial attorneys in the office by assisting in the fashioning of legal arguments, researching case precedents, and providing advice towards the resolution of complex legal questions.

THE ROLE

Reporting to the Chief Assistant District Attorney, the Appeals Bureau Chief is responsible for:

- Supervising all ADAs assigned to the Appeals Bureau.
- Representing the Office in appellate litigation on a wide range of constitutional and statutory issues.
- Editing briefs, motion responses, and responses to habeas corpus petitions.
- Overseeing the briefing and arguing of submissions before the state and federal courts.
- Overseeing the Deputy Bureau Chief in the management and execution of the Office CLE Program.
- Staying current on legislative matters affecting criminal justice.
- Overseeing all FOIL matters.
- All other duties as assigned.

PREFERRED SKILLS

- 15+ years of experience in handling all aspects of criminal appellate prosecution.
- Excellent analytical, organizational, written, and oral communication skills.
- Resourcefulness, ability to work independently, and as part of a team, in a fast-paced environment.
- Extensive knowledge of New York Penal Law, Criminal Procedure Law, and federal habeas corpus practice.

CIVIL SERVICE TITLE: **Assistant District Attorney**

SALARY RANGE: **\$150,000-\$175,000.00**, 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: 546641
- 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.

Authorization to work in the United States is required for this position.

Sponsorship is not available for this position.

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 or by calling 877-VAX-4-NYC.

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.