



NYC Job Posting ID #565221

POSITION AVAILABLE
ASSISTANT DISTRICT ATTORNEY
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 aid 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

The Richmond County District Attorney's Office is seeking a full-time admitted mid-senior level Assistant District Attorney (ADA) to serve in the Appeals Bureau. The Appeals Bureau ensures that properly obtained convictions are upheld and that no defect in the trial-level proceedings unduly affects either the public or the accused. The ADA will be responsible for post-conviction litigation, including but not limited to:

- Appeals to the appropriate intermediate appellate courts and the Court of Appeals
- Post-conviction motions for vacatur or resentencing in Supreme Court, Richmond County
- Federal petitions for writs of habeas corpus relief
- Other motion and writ practice in the New York's intermediate appellate courts and Court of Appeals

MINIMUM REQUIREMENTS

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

PREFERRED SKILLS

- At least four (4) years of appellate practice experience (preferably as a prosecutor).
- Strong organizational skills
- Strong analytical, organizational, written, and oral communication skills

- Knowledge of all aspects of New York State criminal procedure.
- Knowledge of Federal habeas corpus practice in U.S. District Court
- Knowledge of FOIL, a plus

CIVIL SERVICE TITLE: **Assistant District Attorney**

SALARY RANGE: **\$97,500.00 - \$102,500.00**

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: **565221**
- Click on the job business title: **Assistant District Attorney**
- Click on “Apply Now” at the bottom of the posting

Please submit a writing sample with your cover letter.

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 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.