



NYC Job Posting ID #565232

POSITION AVAILABLE
**ASSISTANT DISTRICT ATTORNEY
DEPUTY BUREAU CHIEF OF APPEALS**

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

The Richmond County District Attorney's Office is seeking a full-time admitted Assistant District Attorney (ADA) to serve as the Deputy Bureau Chief 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 position involves the drafting of appellate briefs, presentation of oral argument in both the Appellate Division and Court of Appeals, preparation of responses to various post-judgment applications including but not limited to petitions for state and federal habeas corpus relief, and review of responses to FOIL requests. Under the supervision of the Chief of Appeals, The Deputy Bureau Chief will be responsible for post-conviction litigation, including but not limited to:

- Assist the Bureau Chief in overseeing and managing the day-to-day operations of the Appeals Bureau
- Assist the Bureau Chief in ensuring that the policies of the District Attorney (DA) are implemented
- Provide guidance and counsel to other ADAs and Bureau Chiefs
- Assist the Chief of Appeals with the assignments and review of the office's appellate work and the supervision of its appellate lawyers
- Direct appeals
- Post-conviction motions for vacatur or resentencing
- Federal petitions for writs of habeas corpus relief
- Other motion practice in the appropriate intermediate appellate court and Court of Appeals

MINIMUM REQUIREMENTS

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

PREFERRED SKILLS

- 7-10 years of supervisory experience in post-conviction litigation, both trial level and appellate.
- Experience with analyzing and implementing legislative changes
- Strong analytical, organizational, written, and oral communication skills
- Knowledge of all aspects of New York State substantive criminal law and criminal procedure.
- Knowledge of CPLR Article 70 habeas corpus and Article 78 petition practice
- Knowledge of Federal habeas corpus practice in U.S. District Court.
- Knowledge of FOIL, a plus.

CIVIL SERVICE TITLE: **Assistant District Attorney**

SALARY RANGE: **\$115,000.00-\$125,000.00**

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: 565232
- Click on the job business title: **Assistant District Attorney**
- Click on “Apply Now” at the bottom of the posting

A writing sample with your cover letter is required.

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