



NYC Job Posting ID# 604005

POSITION AVAILABLE

**CRIMINAL COURT
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 wellbeing 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 Criminal Court Bureau.

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

- Drafting accusatory instruments
- Prosecuting misdemeanor cases that include, but are not limited to: DWI, assault, drug offenses, criminal mischief, VTL offenses, etc.
- Representing the District Attorney at arraignments, pre-trial hearings and bench and jury trials.

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. We offer five (5) weeks of paid leave and twelve sick days for the year.

BENEFITS

RCDA provides extensive benefits packages:

- Choice of free city-wide health plan.
- Thirteen paid holidays.
- Management Benefits Fund, which provides a comprehensive dental and vision coverage, access to free life insurance, and a gym reimbursement.
- Six (6) week parental leave we give to expecting parents.
- Yearly reimbursement for the bar association fee and notary fee.

- An invaluable opportunity to join a pension plan that guaranteed income for life upon retirement.
- Professional development programs including in-house CLE courses.

LOAN FORGIVENESS:

The federal government provides student loans forgiveness through its Public Service Loan Forgiveness Program (PLF) to all qualifying public service employees. Working with the Staten Island District Attorney's Office qualifies you as a public service employee, 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)! Please visit the Public Service Loan Forgiveness Program site to view the eligibility requirements: [Public Service Loan Forgiveness | Federal Student Aid](#)

MINIMUM REQUIREMENTS

1. Must be a New York State resident.

CIVIL SERVICE TITLE: **Assistant District Attorney**

SALARY RANGE: **\$85,000-\$90,000** with 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: 604005
- Click on the job business title: **Assistant District Attorney - Criminal Court**
- 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 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.