



NYC Job Posting ID # 614104

POSITION AVAILABLE

Deputy Director of Criminal Court

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 an experienced Deputy Director of Criminal Court who will share the same dedication, commitment, and passion to the agency's mission as all our RCDA employees.

- Assign, supervise, oversee, and maintain vacation schedules for non-legal staff.
- Oversee and assist in the management of District Attorney files in the Criminal Court & archives and the assignment of cases to Assistant District Attorney's (ADAs).
- Supervise non-legal staff in the entry and management of information in the office case tracking system.
- Participate in the annual staff performance evaluations.
- Assist in requesting discovery documents, police reports, including but not limited to those relating to videos, ballistics, and drugs etc.
- Respond to inquiries from victims, witnesses, police officers and defense attorneys.
- Oversee and assist in the review of requests for, and issuance of, property release and declined cases.
- Serve as liaison between NYPD, Criminal Court Clerk's Office, Brooklyn DA's Office, Brooklyn Criminal Court and 1PP on juvenile cases, and fugitive cases.
- Assist in the training of incoming non-legal staff.
- Assist in managing daily functions of bureau including court rooms and supply requisition.
- Other duties as assigned.

MINIMUM REQUIREMENTS

1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above; or
2. Education and/or experience which is equivalent to "1" above.

PREFERRED SKILLS

- Prior experience working in a District Attorney's Office Criminal Court Environment.
- Ability to effectively multi-task and prioritize in a fast-paced environment, exercise discretion, manage confidential information, and work as part of a team.
- Strong analytical, interpersonal, problem-solving, oral, and written communications skills.
- Supervisory experience and foreign language skills a plus.
- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) proficiency.
- Strong personal presentation skills to telephone callers, with an ability to convey information clearly and accurately.

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](#)

CIVIL SERVICE TITLE: **Community Associate**

SALARY RANGE: **\$70,000-\$85,000.00**, 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: 614104
- Click on the job business title: **Deputy Director of Criminal Court**
- Click on "Apply Now" at the bottom of the posting.

Please submit a writing sample with your cover letter.

Only candidates under consideration will be contacted.

Sponsorship is not available for this position.

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.