



NYC Job Posting ID #625665

*POSITION AVAILABLE*

**Domestic Violence Bureau  
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 well-being 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 Domestic Violence Bureau.

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

- Forge and maintain appropriate professional relationships with other ADAs, criminal justice partners, victims, witnesses during case preparation and disposition.
- Screen, review, evaluate and present cases to the Grand Jury in a professional and timely manner.
- Represent the People at pre-trial hearings and trials in matters within the jurisdiction of the Domestic Violence Bureau.
- Forge and maintain appropriate professional relationships with other staff members, criminal justice partners, victims, and witnesses.

**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. New York State Bar Admission.
2. Three to Seven years of prior prosecutorial experience.
3. Must be a New York State resident.

## **PREFERRED SKILLS**

- Strong analytical, organizational, written, and oral communication skills.
- Strong people skills.
- Resourcefulness, ability to work independently, and as part of a team, in a fast-paced environment.
- Foreign language skills a plus

CIVIL SERVICE TITLE: **Assistant District Attorney**

SALARY RANGE: **\$95,000 - \$100,000**, 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: 625665
- Click on the job business title: **Assistant District Attorney – Domestic Violence Bureau**
- 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.

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.