



NYC Job Posting ID #638403

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 the flexibility of coming to work in person and the opportunity to work from home. 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.

BENEFITS

RCDA provides extensive benefits packages:

- Free city-wide health plan option
- 5 weeks of annual leave; 12 days of sick leave; and thirteen paid holidays annually.
- Management Benefits Fund, which provides comprehensive dental and vision coverage, access to free life insurance, and gym reimbursement.
- 6 weeks of paid parental leave (increasing to 12 weeks effective April 1, 2024)
- Reimbursement for the annual bar association and notary fees.
- Pension plan through the New York City Employees' Retirement System (NYCERS).

- Deferred compensation plans - 401(k) and 457.
- 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: 638403
- 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.

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.