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Agency Attorney Interne

Summary

Title: Agency Attorney Interne

ID: 902 - 2022153A-J

Department: Early Case Assessment Bureau

Functional Title: Agency Attorney Interne

Campaign Start Date: 07/13/2022

Salary Range: \$62,397

of openings: 10

Shift: N/A

Description

Job Summary:

The Bronx District Attorney's Office is seeking a well-qualified staff whose diverse backgrounds reflect an ability to serve the over 1.4 million members of the Bronx

County community and pursue a safer Bronx through fair justice. The Early Case Assessment Bureau (ECAB), is responsible for processing all Felony and Misdemeanor arrests issued by the New York City Police Department or other law enforcement agencies in Bronx County. Agency Attorneys will be responsible for interviewing the arresting police officer, victims, and necessary witnesses to determine if the facts alleged should result in a criminal prosecution by the Bronx District Attorney's Office. Additionally, Agency Attorneys will be responsible for obtaining the necessary case documents and initiating the Discovery process prior to the arraignment of cases.

Job Responsibilities:

- Interview witnesses (law enforcement and civilian witnesses) and address inquiries regarding case status, procedural issues and criminal charges
- Analyze and assess factual scenarios (without taking notes) and prepare legal affidavits
- Obtain all necessary documents and from NYPD and other agencies to aid in case assessment and discovery
- Communicate and obtain any video/digital recordings like body cam video and prepare them for discovery
- Review and edit Desk Appearance Tickets prepared by DAT writers.
- Assist with other unit tasks and perform all other duties as assigned

Qualifications:

- Juris Doctor Degree required.
- Familiarity with general court procedures, services, and functions
- Computer literacy, proficiency in typing and knowledge of Microsoft Office
- Ability to effectively and professionally communicate and interact with supervisors, colleagues, law enforcement, civilians, District Attorney, and court personnel, as well as other agencies
- Excellent organizational skills, strong attention to detail with the ability to handle a high volume of cases in a fast paced environment.
- Ability to assess, draft, and type case synopsis and legal affidavits based upon facts presented.
- Engage in witness contact and communication
- Proficient in Microsoft Office, One Drive and Adobe Pro
- Ability to work days, nights and weekends

- Ability to take the initiative to implement systems that ensure work is done both accurately and efficiently

Post until filled.

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.

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