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Assistant District Attorney

Summary

Title:	Assistant District Attorney
ID:	902-2022145
Department:	Civil Litigation Bureau / FOIL Unit
Functional Title:	Assistant District Attorney
Campaign Start Date:	01/11/2022
Salary Range:	\$100,000
# of openings:	1
Shift:	M-F, 9-5

Description

JOB SUMMARY:

The Bronx District Attorney is committed to serving the over 1.4 million members of the Bronx County community through the Office's groundbreaking mission of "Pursuing Justice with Integrity" by fulfilling our duty to victims and The Bronx District Attorney is committed to serving the over 1.4 million members of the Bronx County community through the Office's groundbreaking mission of "Pursuing Justice with Integrity" by fulfilling our duty to victims and providing fairness to defendants. We are looking for a diverse staff that reflects the community we serve.

We are currently seeking an attorney with 6+ years of experience in civil litigation to join our General Counsel Division in the Civil Litigation Bureau's FOIL Unit as an Assistant District Attorney. Our Civil Litigation Bureau is a specialized group that handles all civil actions arising from our criminal cases. The Bureau has a varied

and busy practice that addresses cutting-edge legal issues intersecting civil and criminal practice. The Bureau interacts with every division of the Office and affords its attorneys the opportunity to grow professionally while serving the community.

JOB RESPONSIBILITIES:

- Timely respond to all requests made pursuant to the Freedom of Information Law, including acknowledgment of incoming requests; drafting of determination letters; review, redaction, and production of responsive documents; and handling of requests that are remanded following the administrative appeal process;
- Maintain updated knowledge of and apply valid legal grounds and exemptions in making determinations of incoming FOIL requests;
- Address complex legal issues clearly and effectively in oral and written format;
- Handle all Article 78 proceedings resulting from disputed FOIL requests, including drafting necessary briefs and affirmations, and representing the Office at oral argument if necessary;
- Oversee and review the work of professional staff who assist with the handling of FOIL requests;
- Handle a high-volume caseload efficiently and effectively; and
- All other duties as assigned.

QUALIFICATIONS:

- Juris Doctor degree required;
- Minimum of six (6) years of civil litigation experience;
- U.S. citizenship and New York State residency are required as of first day of employment;
- Member in good standing of the NY State Bar, evidenced by provision of an original current certificate of good standing;
- Ability to exercise good judgment and strong ethics;
- Excellent written and interpersonal communication skills;
- Exhibit an ability to maintain confidentiality of information;
- Ability to analytically solve issues or problems from inception through conclusion;
- Ability to excel in a fast-paced work environment and handle a high volume of cases;
- Ability to work nights, holidays and weekends as needed.

We appreciate your interest in a position with the Bronx District Attorney's Office. To apply, use the below link or follow the below instructions.

<https://tinyurl.com/ADA-Civil-Litigation-Bureau>

For City employees, to complete your application and be considered for this position, please log into NYCAPS Employee Self-Service (ESS), click on Recruiting Activities > Careers, and search for Job ID **542256**.

For all other applicants, please visit www.nyc.gov/jobs/search and search for Job ID **542256**.

Upon your completion of the City application through NYCAPS, we will review your application and contact you if you are selected for an interview. If you have any questions or concerns, don't hesitate to contact Recruitment at [718-590-2258](tel:718-590-2258) or via email at bxda recruit@bronxda.nyc.gov.

Post Until Filled

****LOAN FORGIVENESS:** The federal government provides student loan forgiveness through its Public Service Loan Forgiveness Program (PLF) to all qualifying public service employees. Working with Bronx District Attorney's Office qualifies you as a public service employee and you may be able to take advantage of this program while working full-time and meeting the program's other requirements. Please visit the Public Service Loan Forgiveness Program site to view the eligibility requirements: <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>.

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.