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# Assistant District Attorney

## Summary

<b>Title:</b>	Assistant District Attorney
<b>ID:</b>	902 - 2021199B
<b>Department:</b>	Economic Crimes Bureau
<b>Functional Title:</b>	Assistant District Attorney
<b>Campaign Start Date:</b>	06/24/2021
<b>Salary Range:</b>	\$ 80,440.00 - \$167,610.00
<b># of openings:</b>	Multiple
<b>Shift:</b>	N/A

## Description

The Bronx District Attorney's Office seeks a well-qualified staff whose diverse backgrounds contribute to serve the 1.4 million residents of the Bronx County community and who will pursue a safer Bronx through fair justice. The Economic Crimes Bureau (ECB), located within the Investigations Division, investigates and prosecutes cybercrimes, complex frauds involving cryptocurrency, and fraudulent schemes to defraud the public, businesses and government agencies in Bronx County. ECB is seeking an Investigative Assistant District Attorney to conduct long-term investigations and trials.

### JOB RESPONSIBILITIES:

- Conduct investigations

- Organize and present grand jury presentations
- Prosecute the cases that arise from investigations, including meeting discovery obligations, drafting motions and responses
- Engage in plea negotiations, conduct hearings and trials
- Maintain current knowledge of investigative methods and proper application of relevant law
- Analyze trends of violence on Rikers Island and develop strategies for investigations and prosecutions
- Participate in meetings and conferences between the DA's Office and other law enforcement agencies
- Clear and effective oral and written communication
- Communicate across multiple organizational levels, both internally and externally
- Perform other duties as required
- Available nights, weekends and holidays
- Other duties as needed.

#### **QUALIFICATIONS:**

- **Juris Doctorate degree and admission to New York State Bar in Good Standing required**
- **US Citizenship and New York State residency are required as of the first day of employment**
- **3 + years of experience conducting investigative and trial work.**
- Significant experience conducting long term investigations into gang violence, contraband smuggling, arson, serious assaults, sex offenses, and other organized criminal activity
- Significant trial experience including, but not limited to, trials involving gangs, contraband smuggling, arson, serious assaults, sex offenses, attempted murder and murder cases
- A firm grasp of the Prison Rape Elimination Act (PREA)
- Ability to maintain confidentiality of information
- Strong legal writing skills
- Excellent people skills and demeanor
- Ability to maintain confidentiality of information
- Ability to exercise good judgment and strong ethics
- Excellent computer skills with knowledge of Microsoft Word, Outlook and Excel

- Ability to work independently and collaboratively with internal and external stakeholders
- Ability to solve complex issues arising from investigations and case management problems from inception through conclusion both professionally and fairly
- Knowledge of NYS courts and the criminal justice system

TO APPLY:

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-Economic-Crimes-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 540190.

For all other applicants, please visit [www.nyc.gov/jobs/search](http://www.nyc.gov/jobs/search) and search for Job ID 540190.

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 or via email at [bxda recruit@bronxda.nyc.gov](mailto: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.**