

[Job Openings](#) >> Assistant District Attorney

Assistant District Attorney

Summary

Title:	Assistant District Attorney
ID:	902 - 2023397
Department:	Discovery Compliance Bureau
Functional Title:	Supervising Assistant District Attorney
Campaign Start Date:	05/09/2023
Salary Range:	\$135,000 -165,000
# of openings:	1
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 1.4 million members of the Bronx County community and pursue a safer Bronx through fair justice. The Discovery Compliance Bureau (DCB) within the General Counsel Division, is seeking an experienced attorney (4+ years) to serve as a Supervising Assistant District Attorney. DCB works closely with NYPD, CCRB, and other government and prosecuting agencies to obtain the necessary materials to satisfy our discovery obligations under state and federal law. The bureau provides comprehensive litigation support in all phases of criminal cases.

JOB RESPONSIBILITIES:

Specific duties will include, but are not limited to, the following:

- Direct the maintenance and management of a large repository of potential Giglio material for every MOS in the Bronx.
- Supervise consultations with Assistant District Attorneys throughout the Office regarding case-specific discovery issues, particularly those related to disclosure of Giglio materials, witness preparation for hearings and trial.
- Motivate, organize, and direct all levels of staff in various responsibilities.
- Understand and respond clearly and effectively (orally and in writing) to complex legal issues.
- Train all Office staff on federal and state statutory and case law regarding criminal procedure through credit-bearing continuing legal education programs.
- Participate in meetings and conferences between the District Attorney's Office and other law enforcement agencies.
- Prepare compliance and statistical reports, as required.
- All other duties as assigned.

QUALIFICATIONS:

- **Juris Doctorate degree and a minimum of 4+ years' criminal law experience; prosecutorial experience strongly preferred.**
- **Prior supervisory experience required.**
- **U.S. citizenship and New York State residency are required as of the first day of employment.**
- Expertise in the policies and procedures used by NYPD, CCRB, and other relevant agencies/government entities regarding the discipline of MOS;
- Deep knowledge of statutes, case law, and ethical concerns surrounding our disclosure obligations and the relevant and evolving case law and policies regarding recently enacted discovery reforms
- Demonstrated understanding of a prosecutor's ethical obligations and the Office's policy and procedure regarding Brady/Giglio issues
- Exemplary ability to exercise good judgment and strong ethics
- Demonstrated ability to maintain confidentiality of information
- Excellent people skills and demeanor
- Strong interpersonal, organizational, planning, and communications skills that build and sustain effective working relationships at all levels of the Office.
- Excellent writing and reporting skills, evidenced by submission of a relevant writing sample.
- Commitment to professional growth and pursuing justice with integrity.

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/BXDA586294>

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 586294.

For all other applicants, please visit www.nyc.gov/jobs/search and search for Job ID 586294.

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.

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.

