

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

# Assistant District Attorney

## Summary

Title:	Assistant District Attorney
ID:	902 - 2023453
Department:	Economic Crimes Bureau
Functional Title:	Supervising Assistant District Attorney
Campaign Start Date:	08/03/2023
Salary Range:	\$135,000-165,000
# of openings:	1
Shift:	N/A

## Description

### **JOB SUMMARY:**

The Bronx District Attorney's Office seeks a well-qualified staff whose diverse backgrounds contribute to serve the 1.4 million members of the Bronx County community and pursue a safer Bronx through fair justice. The Economic Crimes Bureau (ECB), located within the Investigations Division, investigates and prosecutes complex financial crimes, which may include the following: investment fraud, real estate fraud, elder fraud, bank fraud, identity theft, tax fraud, and government fraud. ECB is seeking a Supervisor with excellent management, investigative, and trial experience to assist the Chief and Deputy Chief of ECB in the management and supervision of the ECB legal and professional staff

### **JOB RESPONSIBILITIES:**

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

- Working with the Chief and Deputy Chief of ECB, oversee, supervise, and direct all investigations and prosecutions conducted by ECB.
- Analyze trends of fraudulent schemes in Bronx County and develop strategies for investigations and prosecutions.
- Review and assess the legal sufficiency of all applications for subpoenas and search warrants in addition to pre-trial motions.
- Develop and maintain strong working relationships with various state, local and federal law enforcement agencies.
- Communicate across multiple organizational levels, both internally and externally.
- Conduct in-depth case reviews and conferences.
- Understand and respond clearly and effectively (oral/written) to complex legal issues.
- Work cooperatively with a large and diverse staff.
- Participate in training for office personnel and outside agencies.
- Available nights, weekends, and holidays.
- Perform all other duties as assigned.
- Perform all other duties as assigned.

#### **QUALIFICATIONS:**

- **Juris Doctorate degree required.**
- **5+ years of experience, some experience in management preferred.**
- **Significant experience conducting and overseeing long-term investigations into financial fraud and other organized criminal activity.**
- **US 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.**
- Significant trial experience.
- Ability to maintain confidentiality of information.
- Strong business planning and forecasting skills.
- Strong legal writing skills.
- Excellent computer skills with knowledge of Microsoft Word, Outlook and Excel.
- Excellent presentation and organizational skills.
- Ability to exercise good judgment and strong ethics.
- Excellent people skills.

- 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/BXDA596641>

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 596641.

For all other applicants, please visit [www.nyc.gov/jobs/search](http://www.nyc.gov/jobs/search) and search for Job ID 596641.

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.**