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Assistant District Attorney

Summary

Title:	Assistant District Attorney
ID:	902-2023352
Department:	Public Integrity Bureau
Functional Title:	Supervising Assistant District Attorney
Campaign Start Date:	08/22/2022
Salary Range:	\$135,000 - 165,000
# of openings:	1
Shift:	M-F, 9-5

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 Bronx County District Attorney's Office has an opening for a Supervising Assistant District Attorney (ADA). This position involves the day-to-day oversight of the processing of cases in the District Attorney's Office and provides supervision primarily to legal staff in the Public Integrity Bureau.

JOB RESPONSIBILITIES:

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

- Oversee and participate in the investigation and prosecution of criminal cases in Bronx County
- Evaluate and screen cases in assigned area to determine appropriate action
- Collaborate closely with Bureau Chief and Deputy Bureau Chief to administer policy
- Ability to motivate, organize, and direct all levels of staff in various responsibilities
- Working knowledge of investigative methods
- Must understand and respond clearly and effectively (oral/written) to complex legal issues
- Train staff on Federal and State statutory and case law regarding criminal procedure and penal law
- Participate in meetings and conferences between the District Attorney's Office and other law enforcement agencies
- Advise and assist legal staff in the handling of their assigned cases
- Prepare case status and statistical reports, as required
- Ability to work nights, holidays, and weekends as needed

QUALIFICATIONS:

- **A Juris Doctorate degree**
- **6+ years of trial experience or the equivalent and prior management experience preferred**
- **US Citizenship and New York State Residency are required.**
- Prior criminal investigative background
- Prior experience handling investigations and prosecutions of public servants
- Intimate knowledge of law and policy related to investigations of public servants
- Excellent people skills and demeanor
- Maintain confidentiality of information
- Capable of handling deadlines
- Excellent computer skills with knowledge of Microsoft Word, Outlook, and Excel

- Excellent presentation and organizational skills
- Ability to exercise good judgment and strong ethics
- Ability to analytically solve issues or problems from inception through conclusion

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/Supervising-ADA>

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 582696.

For all other applicants, please visit www.nyc.gov/jobs/search and search for Job ID 582696.

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 the 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.