



ASSISTANT DISTRICT ATTORNEY DISCOVERY BUREAU WHITE PLAINS, NEW YORK

DESCRIPTION

The Westchester County District Attorney's Office seeks an experienced prosecutor to serve as an Assistant District Attorney assigned to the Discovery Bureau. In this busy suburban office just north of New York City, Discovery Bureau prosecutors, working alongside paralegal staff, assist in the intake, organization, and distribution of discovery materials for all matters prosecuted by the Office. The Assistant would be expected to assist paralegals in making legal determinations involving issues related to the appropriateness of redactions and disclosures. The Assistant will regularly interact with local police agencies and assist in the review of sensitive police disciplinary and personnel information to make appropriate disclosures pursuant to CPL 245.20. Lastly, the Assistant would consult with prosecutors throughout the Office regarding case-specific discovery issues.

All Assistants in the Bureau receive supervision by, and guidance from, experienced senior attorneys in the areas of discovery, and are regularly provided with continuing legal education through the Westchester County District Attorney's Office.

QUALIFICATIONS

A candidate must have superior analytical, research, and writing skills. The candidate must have prior experience prosecuting criminal matters. Familiarity with technology and electronic discovery is a plus.

The candidate must be a graduate from an accredited law school with a Juris Doctor degree and be admitted to the New York Bar (or have the ability to obtain admission promptly).

SALARY

Salary will be commensurate with experience

HOW TO APPLY

Applicants for an Assistant District Attorney position must submit the following materials to be considered for an initial interview:

- Cover Letter
- Resume
- Writing Sample
- Law School Transcript: Please provide a copy of your transcript
- Statement of Interest: A 250-word answer to the question: “Why do you want to work in the Westchester County District Attorney’s Office?”
- References: We require the full name, current telephone number and email address for at least four professional references from former or current employers who have firsthand knowledge of your performance, preferably in a legal position. No more than two of your references can be from the Westchester County District Attorney’s Office.

Documents should be sent in PDF format via e-mail to careers@westchesterda.net

The Office of the Westchester County District Attorney is an Equal Opportunity Employer committed to Diversity and Inclusion.