

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

Assistant District Attorney

Summary

Title:	Assistant District Attorney
ID:	902 - 2023405
Department:	Special Investigations Bureau
Functional Title:	Deputy Bureau Chief
Campaign Start Date:	08/03/2023
Salary Range:	\$170,000-182,000
# 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 to pursue a safer Bronx through fair justice. The Special Investigations Bureau (SIB) within the Investigations Division is seeking an experienced attorney (7+ years) to serve as Deputy Bureau Chief. Reporting to the Bureau Chief, the Deputy will assist in overseeing SIB which investigates and prosecutes narcotics trafficking, firearms trafficking, non-fatal shootings, economic crimes involving fraud and tax evasion, and enterprise corruption utilizing electronic surveillance.

JOB RESPONSIBILITIES:

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

- Oversee, supervise, and direct all investigations conducted by SIB.
- Review and assess the legal sufficiency of all applications for search warrants, pen registers and eavesdropping warrants.
- 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.

QUALIFICATIONS:

- **Juris Doctorate degree required.**
- **7+ years of experience, 12 months in a managerial role required.**
- **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 experience conducting and overseeing long term investigations into narcotics and firearms trafficking, gang violence, and other organized criminal activity.
- Significant trial experience including, but not limited to, trials involving enterprise corruption, large-scale narcotics operations, firearm trafficking, gangs and fraud cases.
- A firm grasp of Criminal Procedure Law Articles 700, 705, 690, the Stored Communications Act, and federal reporting requirements for eavesdropping.
- Ability to maintain confidentiality of information.
- Strong business planning and forecasting skills.
- Ability to exercise good judgment and strong ethics;
- Strong legal writing skills.
- Excellent computer skills with knowledge of Microsoft Word, Outlook and Excel.
- Excellent presentation and organizational skills.

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/BXDA596639>

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 596639.

For all other applicants, please visit www.nyc.gov/jobs/search and search for Job ID 596639.

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.

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