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Assistant District Attorney

Summary

Title:	Assistant District Attorney
ID:	902- 2023427
Department:	Child Abuse/Sex Crimes Bureau / Child Advocacy Center (BXCAC)
Functional Title:	Supervising Assistant District Attorney
Campaign Start Date:	07/25/2023
Salary Range:	\$135,000 – 165,000
# of openings:	2
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 Child Abuse and Sex Crimes Bureau (CAS), within the Special Victims Division, is seeking two experienced attorneys to serve as Supervising Assistant District Attorneys, one of whom will be assigned to the Bronx co-located Child Advocacy Center (BXCAC). The CAS Bureau investigates and prosecutes all felonies and misdemeanors involving and related to adult sexual assault, child sexual and physical abuse, and child homicides. The Bureau works collaboratively with the BXCAC, which is designed to provide a place where investigations are conducted in a way to reduce trauma to the child victims of sexual and physical abuse, as well as and families and parties involved in child fatalities. The District Attorney's Office is a partnering agency

within the BXCAC, in addition to NYPD, ACS, Safe Horizon and Corporation Counsel. Reporting to the CAS Bureau Chief and Deputies, and working together with the other CAS Supervisors, a supervising Assistant District Attorney will assist in overseeing the Bureau's Legal and Professional staff, will be responsible for supervising the investigation and prosecution of CAS cases, and will assist in the general administration of the Bureau, including review and implementation of best practices, development of in-Bureau trainings, and coordinating second-seat hearing and trial assignments.

JOB RESPONSIBILITIES:

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

- Supervise legal and support staff in the prosecution of cases in the Child Abuse/Sex Crimes Bureau
- Collaborate closely with the Bureau Chief, Deputy Chiefs and other CAS Supervisors in the development and implementation of strategies to aid in the effective investigation and prosecution of adult sexual assault, child physical and sexual abuse, and child homicide cases.
- Collaborate closely to develop and administer best practices and policies.
- Screen, evaluate and assign cases to legal and professional staff for appropriate action.
- Advise and assist legal staff in the handling of their assigned cases, including analysis of applicable penal law offenses and criminal procedure.
- Prepare case status and statistical reports, and address staff scheduling as needed.
- Monthly On-Call Supervisor (rotational monthly schedule among Deputy Bureau Chiefs and Supervisors), including nights and weekends; supervise and handle on-call ADA's response to new arrests and investigations.
- Serve as faculty for the Office's various CLE Trainings, Orientation Training for new Assistants, Grand Jury training, and Felony and Misdemeanor Trial Training programs.
- Collaborate with outside agencies, such as, but not limited to, NYPD, ACS, the Bronx CAC, various Bronx hospital-based programs, and Corporation Counsel.
- Attend intra / inter Office weekly, monthly, and quarterly meetings as required.
- Motivate and direct all levels of legal and professional staff in various responsibilities.

- Manage own case assignments and investigations.
- Perform all other related duties and projects as designated.
- The BXCAC Supervisor will be responsible for conducting or observing Forensic Interviews of children, investigating and assigning Reports received from ACS, attending weekly case planning meetings, supervising and guiding ADAs and Professional Staff assigned to the BXCAC, drafting documents such as search warrants, subpoenas, and misdemeanor and felony Complaints.

QUALIFICATIONS:

- **Juris Doctor degree required**
- At least 5 years of Prosecutorial experience required.
- Supervisory and/or management experience preferred
- Expertise and knowledge in Child Abuse and Sex Crimes preferred
- US Citizenship and New York State Residency are required as of first day of employment
- Member in good standing of the NY State Bar. You must provide an original current certificate of good standing
- Ability to conduct competent resourceful investigations
- Ability to exercise good judgment and strong ethics
- Excellent written and interpersonal communication skills
- Ability to maintain confidentiality of information
- Ability to analytically solve issues or problems from inception through conclusion
- Ability to excel in a fast-paced work environment and handle a high volume of cases and investigations
- Ability to work nights, holidays and weekends

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 **594935**.

For all other applicants, please visit www.nyc.gov/jobs/search and search for Job ID **594935**.

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](tel: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>.

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