



ASSISTANT DISTRICT ATTORNEY SPECIAL PROSECUTIONS DIVISION WHITE PLAINS, NEW YORK

DESCRIPTION

The Westchester County District Attorney's Office seeks experienced criminal prosecutors to serve as Assistant District Attorneys handling felony prosecutions in their Special Prosecutions Division. Assistant District Attorneys in the Special Prosecutions Division work closely with Westchester's almost fifty law enforcement agencies in the investigation and prosecution of cases of domestic violence, child abuse, including child homicides, sexual assault, elder abuse and cases of human trafficking. Experienced Assistants should be familiar and have certification and experience on the best practices technique of forensically interviewing children and how to utilize trauma informed interview skills for all special victims' cases. Assistant District Attorneys in the Special Prosecutions Division participate in the multidisciplinary approach to investigating child abuse along with partners from social services, medical providers, the County's Child Advocacy Center and a variety of victim advocacy and mental health agencies. Assistants interact regularly and listen carefully to victims and work collaboratively with a variety of community partners in investigating domestic violence cases, including the Westchester High Risk Team, the Westchester Anti-Trafficking Task Force and the Westchester Multidisciplinary Team for Elder Abuse. Assistants also work closely with the Westchester Medical Examiner's Office and the Westchester County Department of Laboratories and Research. All Assistants in the Division receive supervision by, and guidance from, experienced senior attorneys in the areas of special victim's cases and trial work, and are regularly provided with continuing legal education through the Westchester County District Attorney's Office.

RESPONSIBILITIES

Manage a high-volume caseload of felony cases involving all areas of special victim's cases as noted above;

Appear regularly in Superior Court both in person and virtually to handle any/all court proceedings;

Present cases to the Grand Jury and prosecute trials in Superior Court with all attendant responsibilities including but not limited to discovery, certify case readiness, witness preparation, motions practice and all courtroom litigation;

Attend and/or conduct forensic interviews of children at the Child Advocacy Center;

Staff court calendars;

Investigate child fatalities and conference cases with the County Child Fatality Review Team;

Attend meetings of various community oriented multidisciplinary teams and speak at various community related educational forums;

Participate in periodic on-call/after-hours duty.

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.