



**OFFICE OF THE DISTRICT ATTORNEY
RICHMOND COUNTY**

JOB VACANCY NOTICE

TITLE ASSISTANT DISTRICT ATTORNEY (1 POSITION)	SALARY \$115,000 - \$130,000
BUREAU CRIMINAL COURT	LOCATION 67 TARGEE STREET

JOB DESCRIPTION:

CANDIDATE WILL SERVE AS THE CHIEF OF THE CRIMINAL COURT BUREAU. RESPONSIBILITIES INCLUDE THE OVERALL SUPERVISION OF THE CRIMINAL COURT STAFF AND THE IMPLEMENTATION OF THE POLICIES SET FORTH BY THE DISTRICT ATTORNEY. ADDITIONAL RESPONSIBILITIES INCLUDE THE MENTORING AND TRAINING OF STAFF PROSECUTORS, AS WELL AS ADVANCING THEIR PROFESSIONAL DEVELOPMENT; OVERSEEING THE PROSECUTION AND TRIAL OF MISDEMEANOR OFFENSES BY CRIMINAL COURT ASSISTANT DISTRICT ATTORNEYS; INTERACTING WITH THE JUDICIARY AND CRIMINAL JUSTICE PARTNERS AS THE DISTRICT ATTORNEY'S REPRESENTATIVE; SCHEDULING INSTITUTIONAL ASSIGNMENTS AND THE SUBMISSION OF REPORTS TO THE DISTRICT ATTORNEY.

QUALIFICATION REQUIREMENTS:

1. TEN (10) OR MORE YEARS OF PROSECUTION EXPERIENCE IN CRIMINAL LAW, THREE (3) YEARS OF WHICH MUST BE SUPERVISORY;
2. ADMISSION TO THE NEW YORK STATE BAR;
3. MUST BE A CITIZEN OF THE UNITED STATES;
4. MUST BE A NEW YORK STATE RESIDENT WITHIN 90 DAYS OF APPOINTMENT

TO APPLY FOR CONSIDERATION, PLEASE WRITE:

NAME: Elizabeth Dalton, Director of Human Resources
Office of the District Attorney, Richmond County
ADDRESS: 130 Stuyvesant Place, Room 714, Staten Island, New York 10301

* Please indicate the transmittal number on your resume or cover letter when responding.

The Richmond County District Attorney's Office is an Equal Opportunity Employer.

Dated December 1, 2009	Post Until January 8, 2010	Transmittal Number 905-10-007
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