



OFFICE OF THE DISTRICT ATTORNEY
Bronx County

Darcel D. Clark – District Attorney

JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Assistant District Attorney

LEVEL: N/A

FUNCTIONAL TITLE: Chief of Legal Recruitment

TITLE CODE NO: 30014

HIRING RATE: TBD

BUREAU/WORK UNIT: Administration

WORK LOCATION: 198 E 161st Street

NUMBER OF POSITIONS: 1

JOB SUMMARY:

The Legal Recruitment Bureau is within the Administration Division of the Bronx District Attorney's Office. The Bureau is primarily responsible for recruiting attorneys and other legal support positions. Recruitment is conducted through job postings, on-campus interviews, job fairs, social media and other professional outreach opportunities.

JOB DESCRIPTION:

- Contribute to overall Talent Acquisition strategy and vision of the Bronx District Attorney's Office
- Consult with Bureau Chiefs and Supervisors regarding available positions
- Partner with HR and key leaders in developing sourcing plans and determining hiring requirements and resources needed to support the hiring needs of the Office
- Advertise employment opportunities for all approved position
- Attend College Fairs and Community Job Fairs
- Evaluate recruiting efforts to continually improve processes and quality of talent brought into the Office
- Create and provide standardized reporting on the status of all talent acquisition activities
- Oversee compliance with all regulations that impact the hiring and selection process
- Input and analyze recruitment data for Equal Employment Opportunity reporting guidelines
- Oversee the development and implementation of a diversity strategy while ensuring diverse slates of candidates for all Senior, Executive and Director-level positions
- Provide leadership guidance and oversight on the internal and external selection process that includes sourcing strategies and campus hires, internal communication, screening and presentation of candidates while ensuring a smooth on-boarding process
- Design and implement metrics for staffing operations to better align resources and analyze source of hire, determine ROI on initiatives and programs and determine areas of opportunity
- Drive innovation by managing existing partnerships (recruitment websites, alumni organizations, bar associations, professional legal organizations, publications, etc.)
- Responsibility for vetting & implementing new partnerships and pilots
- Team management including on-sites and operational leadership meetings, consolidated budgeting, expense allocations, resource planning, and prioritization with HR Operations teams
- Day-to-day supervision responsibilities of recruitment staff including: attendance, training & development, off-site recruitment programs, internal and external presentations, etc.
- Perform all other related duties and projects as designated

QUALIFICATION REQUIREMENTS/PREFERRED SKILLS:

- **A Juris Doctorate degree, 10 years of human resources & legal recruitment experience and 8 years of management experience**
- Excellent people skills and demeanor
- Ability to work collaboratively with hiring supervisors at all levels of the Office
- Maintain confidentiality of information
- Strong business planning and forecasting skills
- Excellent written, oral, and communication skills
- Excellent computer skills with knowledge of Microsoft Word, Outlook and Excel
- Excellent presentation and organizational skills
- Ability to exercise good judgment and strong ethics
- Ability to travel nationally
- Ability to analytically solve issues or problems from inception through conclusion.

(Hours are subject to the discretion of the agency and may vary)

**To apply, please submit your cover letter, resume, and writing sample to Legal Recruitment,
at BXADA.jobs@bronxda.nyc.gov.**

Or, mail to:

Arthur B. Simmons

Deputy Administrative Chief

Human Resources Unit

Office of the Bronx District Attorney

198 E 161st Street, 10th Floor, Bronx, NY 10451

Your resume may be considered for additional assignments for which you are qualified. Only applicants scheduled for interviews will be contacted.

Submission of application is not a guarantee that you will receive an interview.

POST DATE: 10/11/2016

POST UNTIL: Filled

JVN: 902-16-1305

*The Office of the Bronx District Attorney is an Equal Opportunity Employer **Committed to Diversity***