



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 Special Victims Division	
TITLE CODE NO: 30114	HIRING RATE: TBD
BUREAU/WORK UNIT: Executive	
WORK LOCATION: 198 E 161 st Street	NUMBER OF POSITIONS: 1

JOB SUMMARY:

The Bronx District Attorney is seeking an experienced attorney (10+ years) with outstanding management skills and expertise in criminal law to lead the Special Victims Division. The Division is comprised of the Domestic Violence (DV) Bureau, the Child Abuse/Sex Crimes (CAS) Bureau, and the Crime Victims Assistance Unit (CVAU).

The Domestic Violence Bureau handles all types of cases, from harassment to homicides, where the Defendant and Complainant are involved in an intimate relationship. The Bureau applies a two-prong approach and works closely with advocates to provide safety and services for complainants. Co-located with service providers within the Family Justice Center, the Bureau can provide legal, emotional and financial support. The Domestic Violence Bureau has worked to place similar focus on offender accountability through our creative efforts to prosecute those offenders regardless of the victims' cooperation. The addition of the Domestic Violence Complaint Unit will enable us to fully investigate these cases at their inception while simultaneously addressing the needs of the victims.

The Child Abuse/Sex Crimes Bureau prosecutes all misdemeanor and felony sexual assault cases involving both child and adult victims, and most misdemeanor and felony physical child abuse cases, including all child abuse fatalities. The Child Abuse Response Unit is responsible for following up on allegations from the Administration for Children's Service (ACS) of child sexual and physical abuse, including child fatalities. At the Child Advocacy Center, Assistant District Attorneys work closely with advocates, the NYPD, ACS, and doctors in investigating and prosecuting child sexual and physical abuse.

The Crime Victims Assistance Unit provides comprehensive services to any Bronx resident who has been a victim of a crime or to anyone who has been a victim of a crime occurring in the borough. The Unit provides supportive services that include: crisis intervention, advocacy, individual and group therapy for the primary victim as well as family members, and assistance in filing a claim for victim compensation through the NYS Office of Victim Services. The Crime Victims Assistance Unit also helps victims, witnesses and their families navigate their way through the court system.

The Chief of the Special Victims Division serves on the District Attorney's Executive Staff. The ideal candidate must be a person of vision who is seeking a challenge, has experience in all of the aforementioned areas, and is sensitive to the unique needs and dynamics associated with these types of challenging cases.

JOB RESPONSIBILITIES:

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

- Overall management of the DV and CAS Bureaus
- Working closely with DV and CAS Bureau Chiefs and CVAU Director to administer policy
- Thorough knowledge of modern investigating methods
- Conducting in-depth case preparation and conferences for intricate cases including press cases
- Extensive knowledge of the criminal justice system at the judicial, managerial and administrative levels
- Ability to organize, motivate, direct and evaluate all levels of staff in various professional responsibilities
- Must understand and respond clearly and effectively (oral/written) to complex legal issues
- Working cooperatively with a large, diverse staff
- Providing coaching and training for office personnel and outside agencies
- Participating on legislative committees, interacting with members of the community and outside agencies
- Presiding over Bureau meetings as needed
- Overseeing and certifying U-Visa Certifications
- Perform all other related duties and projects as designated

PREFERRED EDUCATION AND EXPERIENCE/QUALIFICATIONS:

- **A Juris Doctorate degree, 10+ years of experience and 8 years of management experience**
- **US Citizenship and New York State Residency are required. Salary is commensurate with experience.**
- Excellent people skills and demeanor
- Maintain confidentiality of information
- Strong business planning and forecasting 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 analytically solve issues or problems from inception through conclusion

To apply, please submit your resume/cover letter to the following address. Please include the Job Vacancy Number (JVN):

Email cover letter, resume, and writing sample to Legal Recruitment, at BXADAjobs@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: 10/14/2016

POST UNTIL: Filled

JVN: 902-16-1306

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