

## **Chief of Legal Recruitment** **(Assistant District Attorney)**

The Bronx District Attorney is seeking an experienced attorney with 10 years of Human Resources and Legal Recruitment experience and 8 years of management experience to head the Office's Legal Recruitment Bureau.

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.

The Chief of Legal Recruitment is expected to contribute to the overall Talent Acquisition strategy and vision of the Bronx District Attorney's Office and consults with Bureau Chiefs and Supervisors regarding available positions. As well partner with Human Resources and key leaders in developing sourcing plans and determining hiring requirements and resources needed to support the hiring needs of the Office.

Duties include, but are not limited to:

- Advertising employment opportunities for all approved position
- Attending College Fairs and Community Job Fairs
- Evaluating recruiting efforts to continually improve processes and quality of talent brought into the Office
- Creating and providing standardized reporting on the status of all talent acquisition activities
- Overseeing compliance with all regulations that impact the hiring and selection process
- Inputting and analyzing recruitment data for Equal Employment Opportunity reporting guidelines
- Overseeing the development and implementation of a diversity strategy while ensuring diverse slates of candidates for all Senior, Executive and Director-level positions
- Providing 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
- Designing and implementing metrics for staffing operations to better align resources and analyze source of hire, determine ROI on initiatives and programs and determine areas of opportunity
- Driving innovation by managing existing partnerships (recruitment websites, alumni organizations, bar associations, professional legal organizations, publications, etc.)
- Vetting & implementing new partnerships and pilots
- Team management including on-site 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.
- Performing all other related duties and projects as designated

US Citizenship and New York State Residency are required. Must have ability to travel nationally. Salary is commensurate with experience. The Bronx District Attorney is an Equal Opportunity Employer committed to Diversity.

Email cover letter, resume and writing sample to Legal Recruitment, at [BXADAJobs@bronxda.nyc.gov](mailto:BXADAJobs@bronxda.nyc.gov)

Posting until position is filled.