

SUPERVISING ASSISTANT DISTRICT ATTORNEY

The Bronx District Attorney is seeking experienced attorneys (8+ years) to supervise attorneys in the prosecution of criminal cases and appellate matters in a number of bureaus (Trial Division, Appeals, Homicide, Narcotics, Rikers Island Prosecution and Economic Crimes). This position involves the day-to-day oversight of the processing of cases in the District Attorney's Office and provides supervision primarily to legal staff.

Specific duties will include:

- Overseeing and participating in the prosecution of criminal cases in Bronx County
- Evaluates and screens cases in assigned area to determine appropriate action
- Collaborate closely with Bureau Chief and Deputy Bureau Chief to administer policy
- Ability to motivate, organize, and direct all levels of staff in various responsibilities
- Working knowledge of investigative methods
- Must understand and respond clearly and effectively (oral/written) to complex legal issues
- Trains staff on Federal and State statutory and case law regarding criminal procedure and penal law
- Participates in meetings and conferences between the District Attorney's Office and other law enforcement agencies
- Advises and assists legal staff in the handling of their assigned cases
- Prepares case status and statistical reports, as required

PREFERRED EDUCATION AND EXPERIENCE/QUALIFICATIONS:

- **A Juris Doctorate degree, 8+ years of trial experience or the equivalent and prior management experience preferred**
- **US Citizenship and New York State Residency are required. Salary is commensurate with experience.**
- Excellent people skills and demeanor
- Maintain confidentiality of information
- 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

The Bronx District Attorney's Office is an Equal Opportunity Employer committed to Diversity and Inclusion. Email cover letter, resume, and writing sample to Legal Recruitment, at BXADAJobs@bronxda.nyc.gov