

## Supervising ADA for Trial Division

### **JOB SUMMARY:**

The Bronx District Attorney is seeking experienced attorneys (4+ years) to supervise attorneys in the prosecution of criminal cases and appellate matters in the Trial Division. 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.

### **JOB RESPONSIBILITIES:**

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

- Oversee and participate in the prosecution of criminal cases in Bronx County
- Evaluate and screen 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
- Train staff on Federal and State statutory and case law regarding criminal procedure and penal law
- Participate in meetings and conferences between the District Attorney's Office and other law enforcement agencies
- Advise and assist legal staff in the handling of their assigned cases
- Prepare case status and statistical reports, as required

### **PREFERRED EDUCATION AND EXPERIENCE/QUALIFICATIONS:**

- **A Juris Doctorate degree, 4+ 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. Multiple opportunities available.**
- 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

**To apply you must visit the BXDA Office website ([www.bronxda.nyc.gov](http://www.bronxda.nyc.gov)) and click on Career Opportunities.**

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