

Title: Assistant District Attorney  
ID: 902-17-1348  
Department: Tax and Organizational Fraud Unit  
Job Category: Assistant District Attorney  
Campaign Start Date: 02/02/2017  
Salary Range: TBD  
# of openings: N/A

Description

**JOB SUMMARY:**

The Bronx District Attorney is seeking an experienced attorney (3+ years) with expertise in tax and criminal law to join the Tax and Organizational Fraud Unit. The Unit is responsible for prosecuting large-scale tax fraud, cigarette tax evasion, organized financial fraud, and large-scale fraud within organizations. It handles sophisticated financial frauds that victimize our community and seeks to identify large-scale fraud rings and ferret out patterns and focus on the major actors whose criminal activity might otherwise remain hidden. The assistant will analyze data provided by external agencies, derived from FinCen, or culled from tax-evasion and check/credit card-fraud proffers and cases. He or she will create reports and spreadsheets to convey the data and assist in the finding pattern within the data; the assistant will liaise with other divisions and agencies; he or she will lead investigations, conduct proffers, handle calendar calls, and argue during hearings and trials.

**JOB RESPONSIBILITIES:**

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

1. Prosecute large-scale tax fraud, cigarette tax evasion, organized financial fraud, and large-scale fraud within organizations
2. Stand on cases during calendar calls, argue case at hearings and trials
3. Synthesize and analyze financial data, including bank records, checks, deposit slips, wire transfers, and related documents to support financial cases and investigations
4. Create spreadsheets, PowerPoints, presentations, and reports to clearly communicate findings
5. Maintain and develop relationships with attorneys in other government agencies
6. Develop long term investigations and cases

**EDUCATION AND EXPERIENCE/QUALIFICATIONS:**

7. A Juris Doctorate degree

8. **US Citizenship and New York State Residency are required. Salary is commensurate with experience.**

9. **3+years of criminal and/or financial law experience**

10. Background in financial investigations and/or tax law is preferred

11. Computer proficiency required: Microsoft Office (specifically Excel and PowerPoint); advanced knowledge of criminal justice investigative internet search techniques

12. Exceptional organizational skills and ability to manage multiple assignments

13. Proficiency in Internet search strategies and techniques

**Posted until: March 2, 2017**

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