



ASSISTANT DISTRICT ATTORNEY TRIALS & INVESTIGATIONS DIVISION WHITE PLAINS, NEW YORK

DESCRIPTION

The Westchester County District Attorney's Office seeks experienced criminal prosecutors to serve as Assistant District Attorneys handling investigations and felony prosecutions in their Trials & Investigations Division. Assistant District Attorneys in the Trials & Investigations Division work closely with Westchester's almost fifty law enforcement agencies in the investigation and prosecution of matters that include homicides, vehicular crimes, cold cases, economic crimes, cybercrimes, major cases, violent criminal enterprises, hate crimes, auto crimes, and public integrity matters. Applicants should have extensive experience presenting a variety of cases to the Grand Jury, felony jury trial experience, and proactive investigative skills. Experience conducting investigations implementing electronic surveillance methods into diverse criminal activity is preferred. Candidates should possess extensive writing experience, excellent presentation and organizational skills, and the ability to maintain the confidentiality of sensitive information. All Assistants are regularly provided with continuing legal education through the Westchester County District Attorney's Office.

RESPONSIBILITIES

- Managing a caseload of multi-disciplinary felony matters while adhering to strict statutory deadlines;
- Presentation of cases to the Grand Jury and prosecution of felony trials in Superior Court with all attendant responsibilities including, but not limited to, discovery, certification of case readiness, witness preparation, motion practice, and all courtroom litigation;
- Proactive investigation of pre-arrest criminal matters in addition to post-arrest analysis, research, and review of charged cases;
- Drafting a variety of applications for court authorization that include, inter alia, retrospective and prospective tracking orders, pen registers, and a variety of search warrants ranging from physical locations to electronic devices and social media platforms;
- Regular collaboration and conferencing with the local, State, and federal law enforcement partners;
- Appearance in Superior Court both in person and virtually to handle any/all court proceedings;
- Staffing court calendars;
- Participation in periodic on-call/after-hours duty;
- Exercise good judgement and strong ethics.

SALARY

Salary will be commensurate with experience

HOW TO APPLY

Applicants for an Assistant District Attorney position must submit the following materials to be considered for an initial interview:

- Cover Letter
- Resume
- Writing Sample
- Law School Transcript: Please provide a copy of your transcript
- Statement of Interest: A 250-word answer to the question: "Why do you want to work in the Westchester County District Attorney's Office?"
- References: We require the full name, current telephone number and email address for at least four professional references from former or current employers who have firsthand knowledge of your performance, preferably in a legal position. No more than two of your references can be from the Westchester County District Attorney's Office.

Documents should be sent in PDF format via e-mail to careers@westchesterda.net

The Office of the Westchester County District Attorney is an Equal Opportunity Employer committed to Diversity and Inclusion.