



**CIVIL SERVICE TITLE:** Deputy Chief Litigation Training Unit / Supervisor **LEVEL:** N/A

**TITLE CODE NO:** 30114

**HIRING RATE:** TBD

**BUREAU/WORK UNIT:** Litigation Training Unit

**WORK LOCATION:** 198 E 161<sup>st</sup> Street

**NUMBER OF POSITIONS:** 1

**JOB SUMMARY:**

The Bronx District Attorney is seeking an experienced attorney to serve as Deputy Chief of the Office's Litigation Training Unit. The Litigation Training Unit is within the General Counsel Division of the Bronx District Attorney's Office, under the direction of the Professional Responsibility Bureau. The Unit is primarily responsible for training Assistant District Attorneys in various topics involving criminal law, criminal procedure and trial practice.

**JOB DESCRIPTION:**

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

1. Designing and coordinating Orientation Training Programs for newly appointed Assistant District Attorneys
2. Designing and coordinating trial training programs for misdemeanor and felony level Assistant District Attorneys
3. Designing, coordinating and teaching Continuing Legal Education programs for entire legal staff in the areas of ethics and professionalism, law practice management, skills and professional practice
4. Calculating appropriate Continuing Legal Education credit hours for programs presented
5. Maintaining compliance with the New York State Continuing Legal Education Board requirements
6. Attending annual Continuing Legal Education Provider Conferences
7. Day-to-day supervision responsibilities of litigation training staff including, but not limited to, attendance, training and development
8. Performing all other related duties and projects as designated

**PREFERRED SKILLS AND/OR CREDENTIALS:**

9. **A Juris Doctorate degree and a minimum of 5 years' trial and/or appellate experience**
10. **US Citizenship and New York State Residency are required.**
11. Firm knowledge of, and experience with, New York's Penal Law and Criminal Procedure Law
12. Three years' teaching experience on the law school or college level
13. Management experience

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

**POST DATE:** 01/13/2017

**POST UNTIL:** Filled

**JVN:** 902-17-1337

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