

POSITION ANNOUNCEMENT

OFFICE OF THE DISTRICT ATTORNEY | NASSAU COUNTY

Job Title	<i>Executive Assistant District Attorney for Investigations</i>
Reports to	<i>Chief Assistant District Attorney</i>
Hiring Range	<i>\$150,000 – \$170,000</i>

POSITION DESCRIPTION

The Executive Assistant District Attorney (EADA) for Investigations has immediate authority over the Bureaus contained in the Investigations Division of the Nassau County District Attorney’s Office. The Investigations Division is comprised of the Public Corruption Bureau, Enterprise Crime Bureau, Government & Consumer Frauds Bureau, Economic Crimes Bureau, Investigations Bureau, Civil Forfeiture Bureau, Criminal Complaint Unit, Labor Unit, Money Laundering & Cybercrime Unit, Vehicle Theft & Fraud Unit, Environmental Crimes Unit, Animal Crimes Unit, and Public Assistance Fraud Unit. Each bureau and unit is overseen by a respective Bureau or Unit Chief, with the exception of the Investigations Bureau, which is overseen by the Chief Investigator. Accordingly, the division staff consists of 5 Bureau Chiefs, 7 Unit Chiefs, 1 Chief Investigator, and approximately 100 legal, support, and investigative staff members. The division, through its component organizational units, is responsible for the investigation of criminal activity in Nassau County and the prosecution of resultant cases.

DUTIES AND RESPONSIBILITIES

The EADA for Investigations has primary responsibility for the proper administration of the Investigations Division. To that end, the office holder will:

- Direct criminal investigations covering a broad subject matter of felony and misdemeanor cases, including but not limited to gangs and organized crime, professional and political corruption, welfare and other financial frauds, identity theft and sophisticated cybercrimes, improper or excessive use of force by law enforcement agents, narcotics and weapons trafficking, and public and private sector embezzlement.
- Recommend strategy and tactics to target, reduce and eliminate criminality.
- Execute operational directives of District Attorney and Chief Assistant District Attorney.
- Coordinate intra- and inter-agency task forces and maximize efficacy of existing office resources.
- Develop and maintain a multi-faceted information network to develop leads and generate case prosecutions.
- Motivate and train division staff to think ethically, legally, and creatively in case development.
- Prepare division productivity reports for the Chief Assistant District Attorney.
- Manage and streamline mechanisms of reporting and interaction by members of the public.
- Recruit exceptional personnel for division staff.

QUALIFICATIONS

Required:

- Juris Doctor and NYS Bar Admission
- 10+ years of relevant law practice
- 8+ years of prosecution experience, including significant trial experience
- 5+ years of supervisory experience

Preferred:

- 15+ years of prosecution experience, including significant and complex trial experience
- 10+ years of supervisory experience, including trial supervision
- Prior experience with federal investigations and/or prosecutions
- Prior experience with New York State prosecutions
- Advanced degree in management (e.g. MBA, MPA, LLM)
- Prior experience with asset forfeiture, deferred prosecution, and equitable sharing programs
- Prior experience with wiretap applications, methods of electronic surveillance, and complex warrant applications
- Prior experience working in a large office setting (over 300 total staff)

BENEFITS

Annual salary increases are determined by budgetary ability. All increases are based on merit and responsibility. Additionally, the EADA for Investigations will receive the following benefits:

- Paid holidays, vacation, personal, and sick days each year
- Availability of contributory medical plans
- Availability of deferred compensation plan
- Availability of flexible benefits plan for medical and childcare expenses
- Availability of childcare leave
- Availability of County Credit Union

TO APPLY

The position will be open until filled. Applications will be considered on a first-receive, first-review basis. In order to apply, please remit a cover letter and resume or curriculum vitae to:

Hon. Madeline Singas
Nassau County District Attorney
262 Old Country Road
Mineola, NY 11501
ATTN: Executive Applications

The County of Nassau is an Equal Opportunity Employer. Applicants for employment with disabilities may request reasonable accommodation. For more information, please visit:

<https://www.nassaucountyny.gov/1683/Equal-Opportunity-Employment-Policy-Info>

ABOUT NASSAU

Nassau County is a suburban county, immediately adjacent to the five boroughs of New York City, with a resident population of approximately 1.35 million (making it more populous than 10 States and the District of Columbia). Sitting in the geographic middle of Long Island, Nassau serves as a major conduit between the city, with its 8.5 million residents, and Suffolk County, with its 1.5 million residents. Despite its proximity to New York City, Nassau retains approximately 95% of its population during the daytime due to commuter shifts.

ABOUT THE OFFICE

The District Attorney is ultimately responsible for all criminal and minor offense prosecutions that occur within the courts of Nassau County. To this end, the office regularly interacts with over twenty-five law enforcement agencies that operate within the county borders, as well as countless law enforcement agencies based outside the county, and brings criminal charges to the various courts with jurisdiction in and over Nassau County, including the City Courts of Long Beach and Glen Cove, the Nassau County District Court, the Nassau County Supreme Court, the Nassau County Court, the Appellate Division, and the New York State Court of Appeals.

The Nassau County District Attorney's Office is one of the largest in the nation. With over 370 full-time staff members, the District Attorney's Office prosecutes approximately 30,000 cases each year, ranging from misdemeanor theft, assault, weapons, drugs, and vandalism offenses to felony homicides, sex assaults, robberies, burglaries, and vehicular manslaughter. It also proactively investigates violent gang networks, organized crime enterprises, complex embezzlement schemes, government corruption, sophisticated white-collar frauds, and cybercrime, among a multitude of other categories. Beyond prosecution, however, the District Attorney's Office also undertakes a myriad of crime prevention, civil forfeiture, youth outreach, victim relations, and community affairs programs.

The District Attorney administers the Office with an executive staff, comprised of the Chief Assistant District Attorney, the Chief Administrative Officer, the Counsel to the District Attorney, and Executive Assistant District Attorneys for General Litigation, Major Case, Investigations, Government and Community Relations, and Conviction Integrity. The Office has been structured into six operational divisions, each under the supervision of an executive assistant district attorney.

FURTHER INFORMATION

NassauDA.org

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