



Human Resources & Civil Service

7 Court Street
County Office Building, Room 216
Belmont, New York 14813
Ph: (585) 268-9212

Career Opportunity

Assistant District Attorney (4)

Salary \$85,000/year

Allegany County is seeking qualified candidates for the position of Assistant District Attorney (4). The candidate must be a permanent resident of Allegany County at the time of appointment and must maintain county residency during the length of employment as required by the New York State Public Officers Law.

This is a full-time position with an annual salary of \$85,000. Employment with Allegany County offers excellent benefits including affordable health insurance and membership in the New York State retirement plan.

Assistant District Attorneys are appointed by the Allegany County District Attorney.

District Attorney's Office

Assistant District Attorneys assist the District Attorney in representing the People of State of New York in the criminal prosecution of offenses. Assistant District Attorneys perform such duties pertaining to the District Attorney's office as may be directed by the District Attorney.

Duties include, but are not limited to:

- Manages assigned cases on intake by examining case file, including complaint and report form, and determining facts versus legal issues;
- Works with law enforcement agencies by rendering legal advice, assisting in investigations, coordinating activities on particular cases and preparing search warrants;
- Works with local criminal courts by handling violations and misdemeanors, rendering legal advice to magistrates, preparing for preliminary felony hearings and making bail recommendations;
- Researches law to determine legal requirements versus evidence;

- Prepares for trial by researching points of law and rules of evidence, preparing trial file of evidence, checks on prospective jurors, checks on changes by judge and develops strategy;
- Tries case, including jury selection, presentment of cases, preparing opening statements and preparing closing summations;
- Handles post judgement motions, including receiving motions to vacate judgment, preparing response and brief and arguing motion in court;
- Handles appeals by preparing brief, appendix and trial record, preparing response to defendant's brief, arguing appeal in County Court, and seeking permission to appeal to high courts if not a matter of right;
- Responds to telephone calls from citizens, agencies and law enforcement agencies;
- Researches new law and prepares memoranda.

Qualifications

The candidate must be licensed to practice law in New York State and in good standing.

Applying

Please submit your resume, cover letter, references, and a copy of your attorney's license to:

Allegany County
Department of Human Resources & Civil Service
7 Court Street, County Office Building
Belmont, NY 14813