|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| County Seal 2007 |  |  |  |  |
| **CHAUTAUQUA COUNTY DEPARTMENT OF HUMAN RESOURCES** | | | | |
| 3 N. Erie Street • Room 144 • Gerace Office Building, Mayville, NY 14757-1007 • Email cchrs@co.chautauqua.ny.us  Phone (716) 753-4237 • Fax (716) 753-4686 • Website www.co.chautauqua.ny.us | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**SECOND ASSISTANT DISTRICT ATTORNEY**

**Full-Time w/Benefits**

**Salary Range: $62,018.00 - $95,183.00/Year**

**35 Hrs./Wk.**

**Interested candidates MUST complete a Chautauqua County Application for Employment and/or Examination available at** [**www.chqgov.com**](http://www.chqgov.com) **click on “Employment.” Resumes will not be accepted unless accompanied by an original application. Once application is complete, print and send to the Chautauqua County Department of Human Resources office for consideration.**

**Only applicants meeting minimum qualifications listed below will be considered for appointment. This position will be filled on a provisional basis pending the outcome of a future dated Civil Service examination for this title.**

DESCRIPTION OF POSITION: A Second Assistant District Attorney performs professional legal work involving the responsibility for providing assistance to the District Attorney and to act for the District Attorney in his absence. General instructions and assignments are received from the District Attorney with wide leeway permitted for the exercise of independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES:

* Assists in prosecuting all crimes and offenses cognizable by the courts of the County;
* Assists in handling fines, penalties and other money belonging to the County;
* Assists in bringing actions upon any recognizance taken in the County;
* Assists in preparing a verified statement of all actions brought by the office upon forfeited recognizance, penalties or forfeitures, the judgments entered thereon and those collected;
* Assists in maintaining a written record of all indictments pending in the courts of the County;
* Performs a variety of legal research;
* Assists in the preparation of briefs and other trial materials.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of Penal Law and the Criminal Code; ability to express arguments of the law clearly by written and spoken word; honesty; courtesy; tact; ethical conduct in the practice of law; physical condition commensurate with the demands of the position.

**MUST MEET THE MINIMUM QUALIFICATIONS**: Graduation from a recognized law school and two (2) years of progressively responsible experience as a practicing attorney, one (1) year of which must have involved court appearance in the trial of issues.

**SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS**: Eligibility for admission to practice as an Attorney and Counselor at Law before the Courts of the State of New York at the time of application for appointment. Admitted to the Bar of the State of New York at the time of appointment.

Equal Opportunity Employer