



DEPARTMENT OF HUMAN RESOURCES

EMPLOYMENT OPPORTUNITY NOTICE

Saratoga County District Attorney's Office

Job Title: ASSISTANT DISTRICT ATTORNEY (Appellate)

Salary Range: \$103,023 - \$132,504* (*Based on years of service employed with Saratoga County)

Work Location: 25 West High Street, Ballston Spa, NY 12020

Classification: Exempt (**No Exam Required**)

Job Description

The Saratoga County District Attorney's Office seeks an experienced candidate for a full-time Assistant District Attorney position, with primary emphasis on appellate work. The successful candidate should have a strong background in research and writing, with experience handling all aspects of post-conviction litigation, including direct appeals, appellate division motion practice, and habeas corpus matters. Admission to the New York State Bar is required.

This is a position allocated to the Exempt Jurisdictional Classification and work is performed in accordance with County Law as directed by the District Attorney. General supervision is received from the Bureau Chiefs, First Assistant District Attorney and the District Attorney. The Assistant District Attorney is responsible for handling all aspects of appeals and post-conviction motions. The Assistant District Attorney will also provide research assistance for issues that arise during trials. Work is performed under general supervision of the District Attorney or other designated senior staff with leeway allowed for the independent performance of duties within accepted professional and legal standards.

Minimum Qualifications (at least)

Admission to the NYS Bar and licensure to practice Law in the State of New York

(Degree must have been awarded by a college or university by a regional, national, or specialized agency recognized as an accrediting agency by the US Department of Education/US Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.)

Typical Work Activities (*Illustrative)



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- Oversees all post-conviction proceedings, including direct appeals, post-conviction motions and hearings;
- Obtains and compiles evidence ensuring legal and factual accuracy of case information;
- Participates in Grand Jury proceedings and presentations providing supervision and guidance on selected cases;
- May coordinate with law enforcement officers regarding specific duties pertaining to pending matters;
- Responsible for assembling, reviewing and disseminating discovery materials within statutory time frames.

**Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

Additional Information

- Excellent benefits, NYS Retirement and Compensation Plan

To Apply (via Link Provided)

- Qualified candidates may alternatively submit an application and resume, by mail or in person to the Personnel Officer – Civil Service Division, 40 McMaster Street, Ballston Spa, NY 12020
- Resume may not be substituted for application
- Fax submissions will not be accepted

Applications will continue to be accepted until the vacancy has been filled

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to the Human Resources Office. Saratoga County is an equal opportunity employer.

We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.