



# DEPARTMENT OF HUMAN RESOURCES

## EMPLOYMENT OPPORTUNITY NOTICE

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### Saratoga County District Attorney's Office

**Job Title:** ASSISTANT DISTRICT ATTORNEY

**Salary Range:** \$106,062 - \$136,413\* (\*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. 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.*

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, the First Assistant District Attorney and the District Attorney. The Assistant District Attorney is responsible for cases against individuals suspected of breaking the law, initiating and directing further criminal investigations, guiding and recommending sentencing of offenders. The Assistant District Attorney represents the County of Saratoga and prosecutes violation, misdemeanor and felony cases on behalf of the District Attorney. The incumbent has some leeway 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)

- Handles all aspects of assigned local justice court system.
- Evaluation of felony cases to determine whether or not they should be presented to the Grand Jury.
- Obtains and compiles evidence ensuring legal and factual accuracy of case information.
- May participate in Grand Jury proceedings and presentations.



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- May contact and coordinate witnesses for Grand Jury proceedings.
- Participates and confers with law enforcement agencies regarding potential criminal cases.
- May coordinate with law enforcement officers regarding specific duties pertaining to pending cases.
- Meets with victims of crime to guide them through the courtroom process and procedure.
- Prepares for and participates in criminal trials; conducts pre-trial hearings and trials for multiple cases.
- Acts as liaison between local law enforcement, the Court and lawyers within the County's jurisdiction as it pertains to pending criminal cases on the Court Calendar.
- Responsible for assembling, reviewing and disseminating discovery materials within statutory time frames.
- Other related duties as required.

*\*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 through the date posted or until the posting has been removed**

*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.*