



# DEPARTMENT OF HUMAN RESOURCES

## EMPLOYMENT OPPORTUNITY NOTICE

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### Saratoga County District Attorney's Office

**Job Title:** BUREAU CHIEF

**Salary Range:** \$116,955 - \*150,553 (\*Based on years of service employed with Saratoga County in specified title)

**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 Bureau Chief. The successful candidate should have a strong background in all aspects of criminal litigation, including oversight and assignment of general felony cases.*

This position oversees the assignment of general felony cases. Routine conferences with the District Attorney are required to keep abreast of developments and confidential matters otherwise known only to the District Attorney. Availability for on-call law enforcement officials seeking bail recommendations, provide legal counsel and to assist with preparation of search warrants. The work is performed under the general supervision of the District Attorney or 1<sup>st</sup> Assistant District Attorney, and involves direct supervision of Assistant District Attorneys (ADAs) and other related support staff. Incumbent will perform all related duties as required.

#### 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)

- Oversees the assignment of general felony cases, taking into account complexity of issues to ensure appropriate assignment based on abilities and expertise of designated ADA;
- Reviews all general felonies with ADAs to determine appropriate course of action and to set a schedule for each case;
- Handles the most complex and significant District felony cases;
- Oversees status of all local criminal courts assigned to ADA's;



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- Conducts regular training for all ADA's, with emphasis on ethics, new court decisions, and statutory changes;
- Promotes and contributes to team's efforts in community education and local resources acquisition, as well as education of peers, colleagues and judiciary;
- Serves as liaison for DA's Office regularly interacting with community agencies and law enforcement organizations, including but not limited to: NYS Police Training Academy and Zone 5 Training Academy;
- Advocates for effective sanctions and incentives for program compliance, or lack thereof, in appropriate non-court settings;
- Ensure community safety concerns are met by maintaining eligibility standards;
- Participates in a non-adversarial environment which focuses on the benefits of therapeutic program outcomes;
- Appears in Town Courts as necessary;
- May represent the District Attorney's Office at various appearances and functions;
- Performs related duties as necessary.

*\*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 membership and competitive 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.*