

Greene County District Attorney

Job Announcement: Assistant District Attorney



\$100,000 to \$108,000 annual salary

The work involves responsibility for preparing and presenting criminal cases before a Grand Jury and the courts. The ADA exercises considerable independent judgement under the general supervision of the District Attorney. This work consists of the professional preparation and trial of criminal cases before the courts. Does related work as required.

REQUIRED KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of New York State Criminal Law; Extensive experience in the practice of New York State Criminal Law; Skilled in the presentation of criminal cases before the courts; Excellent moral character, honesty, courtesy, and tact.

TYPICAL WORK ACTIVITIES: *(The typical work activities listed below are illustrative only. Attorneys in this title may perform some or all of the following as well as other related activities not described.)*

- Prepares and tries criminal cases
- Research, prepare and argue appeals and 440 motions
- Advises Law Enforcement Officers of the law
- Review and prepare search warrants
- Research the law in the preparation of cases
- Prepare for and proceeds with preliminary hearings
- Present cases to a Grand Jury

MINIMUM QUALIFICATION: Admission to the New York State Bar in good standing.

SPECIAL REQUIREMENTS: Must reside in Greene County or a county adjoining Greene County (Columbia, Albany, Ulster, Delaware, or Schoharie County)

Qualified candidates must submit a resume and cover letter to:
sjourdin@greencountyny.gov.

NOTE: Applicants or those eligible for original appointment to positions in the classified service in Greene County Government that receive a conditional offer of employment must successfully pass a background check and drug screen.