



SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT

105 Ninth Street Unit 21
Watkins Glen, NY 14891
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Lorry Johnson
Personnel Officer

Job Opening **Assistant District Attorney** Schuyler County

LAST DATE TO FILE: Applications accepted until vacancy is filled.

SALARY: Commensurate with experience

HOW TO APPLY: At the present time, there is one opening in Schuyler County. No Civil Service examination will be required. Interested applicants must submit a Civil Service application, resume, a writing sample, and three letters of reference to the Schuyler County Civil Service office, 105 Ninth St., Unit 21, Watkins Glen, NY 14891.

RESIDENCY REQUIREMENT: Incumbents in this position are required to be residents of Schuyler or a contiguous (Chemung, Seneca, Steuben, Tompkins and Yates) county upon taking office and remain so during the entire term of appointment.

JOB DESCRIPTION: This position involves responsibility for assisting the District Attorney of Schuyler County and performing all such duties pertaining to the District Attorney's office as may be directed by the District Attorney.

TYPICAL WORK ACTIVITIES:

- Prosecutes criminal defendants in all Courts within Schuyler County.
- Presents cases to the Grand Jury.
- Conducts legal research.
- Acts as liaison to law enforcement agencies.
- Represents District Attorney's office in local, County, and Drug Courts within Schuyler County;
- Attends District Attorney conferences;
- Conducts and/or attend educational seminars pertaining to District Attorney functions;
- Represents District Attorney at governmental and public meetings.

MINIMUM QUALIFICATIONS: Must be an attorney admitted to, and in good standing with, the New York State Bar.

Applications and announcements are available at www.schuylercounty.us or the Schuyler County Civil Service Office 105 Ninth St., Unit 21, Watkins Glen, NY 14891 (607) 535-8190
Schuyler County...An Equal Opportunity/Affirmative Action Employer

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