

**ASSISTANT DISTRICT ATTORNEY
CHAUTAUQUA COUNTY
FULL TIME @ 35 HOURS/WEEK + BENEFITS
SALARY RANGE: \$84,282.00 - \$131,884.00/YEAR**

The Chautauqua County's Office of the District Attorney is seeking to fill one (1) Full-Time Assistant District Attorney position within the Mayville, NY office. These positions require good knowledge of the Penal Law and the Criminal code. This is professional legal work involving the responsibility for providing assistance to the District Attorney and to act for the District Attorney in his absence. General instructions and assignments are received from the District Attorney with wide leeway permitted for the exercise of independent judgment. An incumbent should have the ability to express arguments of the law clearly by written and spoken word.

Typical Work Activities:

- Assists in prosecuting all crimes and offenses cognizable by the courts of the county;
- Assists in handling fines, penalties and other money belonging to the county;
- Assists in bringing actions up in any recognizance taken in the county;
- Assists in preparing a verified statement of all actions brought by the office upon forfeited recognizance, penalties or forfeitures, the judgments entered thereon and those collected;
- Assists in maintaining a written record of all indictments pending in the courts of the county;
- Performs a variety of legal research;
- Assists in the preparation of briefs and other trial materials.

This position will be filled from eligible applications received.

Chautauqua County Offers A Comprehensive Benefits Package Which Includes:

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| - Health Insurance (including Dental & Vision plan) | - 13 Paid Holidays |
| - Health Savings Account (partially funded by the County) | - Vacation & Sick Time |
| - Personal Days | |
| - NYSLERS Pension | - NYS Deferred Compensation |
| - Eligible for Federal Public Service Loan Forgiveness | - Wellness Program |

Minimum Qualifications: Candidates must be eligible for admission to practice as an Attorney and Counselor at law before the courts of the State of New York at the time of application; admission to the Bar of the State of New York at the time of appointment.

Residency Note: Effective June 4, 2025, Local Law 4-25 allows qualified candidates residing in a New York State County that is contiguous to Chautauqua County, to be eligible for appointment to this title, provided however, that the appointed individual shall never be designated or authorized to act as the head of the department for any reason.