

**FIRST ASSISTANT DISTRICT ATTORNEY
CHAUTAUQUA COUNTY GOVERNMENT OFFICES**

The Chautauqua County Office of the District Attorney is looking to fill one (1) First Assistant District Attorney position to work out of the Mayville, NY office. This position is full-time at 35 hours per week. A First Assistant District Attorney is a professional legal work position involving the responsibility for providing assistance to the District Attorney and acting 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. Does related work as required. Salary commensurate with experience.

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 upon 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 are 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 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: Eligibility 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.