

# Greene County District Attorney

## Job Announcement: Assistant District Attorney

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**\$103,000 to \$112,000 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 professional preparation and trial of criminal cases before the courts. Does related work as required.

**REQUIRED KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:** 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; Good address; Ability to get along well with others; 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;
- Appeals criminal cases;
- Advises Justices of the Peace and Peace Officers in the law;
- Searches the law in the preparation of cases;
- Advises citizens of the county in regards to alleged crimes;
- Prepares date for preliminary hearings;
- Attends and advises Grand Jury;
- Assists in the administration of the District Attorney's office in his/her absence;
- Creates reports.

### **SPECIAL REQUIREMENTS:**

- Eligibility for a license to practice Law in the State of New York.
- 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](mailto: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.