



Ontario County Department of Human Resources
3019 County Complex Drive
Canandaigua, NY 14424

www.co.ontario.ny.us ~ ~ (585) 396-4465

Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful

Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community

JOB OPENING NOTICE

JOB POSTING #: 23-004 **POSTING DATE*: FROM:** 01/23/2023 **TO:** 02/03/2023

JOB TITLE: Assistant District Attorney

RATE OF PAY: Starting salary range of \$86,789-\$108,366 per year, based on experience

LOCATION: Ontario County District Attorney's Office

MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

A Juris Doctorate degree from an accredited law school and admission to practice law in NYS is required. Practice of criminal law at the trial level, with experience prosecuting special victim crimes, is preferred. See attached job description for more details.

APPLICATION DEADLINE / LAST FILING DATE*: 03/03/2023

* Last filing date established for an announced exam always supersedes posting date.

HOW TO APPLY: All applications must be received through the [Ontario County Civil Service Employment Portal](#).

Ontario County is an Equal Opportunity Employer and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status, disabilities or, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

Rev. 7/22/2020

ONTARIO COUNTY
ASSISTANT DISTRICT ATTORNEY

Description of Duties:

The Ontario County District Attorney's Office is seeking a well-qualified, motivated attorney for the position of Assistant District Attorney. The position will handle a full caseload of criminal matters including arraignments, preliminary hearings, pretrial proceedings, hearings and trials, investigations and legal research, preparation of pretrial motions and trial memoranda in proceedings of the state, county and local courts throughout Ontario County.

Requirements:

A Juris Doctorate degree from an accredited law school and admission to practice law in NYS is required. Practice of criminal law at the trial level, with experience prosecuting special victim crimes, is preferred. The Assistant District Attorney shall hold no other public or political office, and shall devote full working time to the county, and shall be a resident of the county of Ontario during the term of service, or shall become a resident of Ontario County within a reasonable period following commencement of service.

Application Process

Applications will be accepted through March 3, 2023 or until the position is filled.

A completed electronic application and resume should be submitted to:

<https://ontario-portal.mycivilservice.com/jobopps>

Salary and Benefits

Starting salary range of \$86,789-\$108,366, depending on experience. Comprehensive benefits package with health insurance, deferred compensation match, NYS retirement pension and generous leave provided.

EOE