



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

[www.co.ontario.ny.us](http://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 #:** 24-024      **POSTING DATE\*: FROM:** 03/26/2024    **TO:** 05/10/2024

**JOB TITLE:** Assistant District Attorney

**RATE OF PAY:** Starting salary range of \$96,411 to \$113,784 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. See attached job description for more details.

**APPLICATION DEADLINE / LAST FILING DATE\*:** 05/10/2024

\* 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 an Assistant District Attorney candidate who is looking to make a difference in the criminal justice system, while maintaining a manageable case load and working as part of a collaborative team. The ideal candidate will be a strong independent worker who also excels at working as part of team.

The position will handle a full caseload of criminal matters including arraignments, discovery, 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.

Salary and Benefits

Starting salary range of \$96,411-\$113,784, depending on experience. Comprehensive benefits package with health insurance, deferred compensation match, NYS retirement pension and generous leave provided.

The Ontario County District Attorney's Office has a strong focus on employee wellness, and strives to have a family first attitude. After an initial training period, all employees receive a work from home day each week. Flexible scheduling is also available to accommodate positions assigned to night courts.

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 is preferred, but not a requirement. Extensive training will be provided for candidates with no experience.

The Assistant District Attorney shall hold no other public or political office, and shall devote full working time to the County.

Ontario County residency is preferred, but not required.

Application Process

Applications will be accepted through May 10, 2024, or until the position is filled.

A completed electronic application and resume should be submitted to:

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

EOE