



**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 #:** 24-074      **POSTING DATE\*: FROM:** 11/25/24      **TO:** 12/20/24

**JOB TITLE:** Assistant District Attorney

**RATE OF PAY:** 2025 starting salary range of \$99,785 to \$114,109 depending 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 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.

**APPLICATION DEADLINE / LAST FILING DATE\*:** 12/20/24 or until filled

\* 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](#).

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*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 POSITION

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

As of January 1<sup>st</sup>, 2025, starting salary range of \$99,785 to \$114,109, 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.

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 not required, but must reside in contiguous county.

Application Process

Applications will be accepted through December 20, 2024, or until the position is filled.

A completed electronic application and resume should be submitted to:

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

EOE