



Ontario County Department of Human Resources
3019 County Complex Drive
Canandaigua, NY 14424
www.ontariocountyny.gov ~ ~ (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 #: 26-019 **POSTING DATE*:** FROM: 2/20/26 TO: 2/27/26

JOB TITLE: Senior Assistant District Attorney (PJC)

2026 RATE OF PAY: \$136,920/yr

LOCATION: Ontario County District Attorney's Office

MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

MINIMUM QUALIFICATIONS: Possession of a license and current registration to practice law in the State of New York, AND at least six (6) years of experience as an attorney in the field of criminal law, AND other qualifications as the District Attorney may prescribe.

SPECIAL REQUIREMENT: License to practice law in the State of New York must be maintained in good standing throughout the course of employment.

RESIDENCY NOTE: Pursuant to County Law §702.4 and §702.5 and Public Officers Law §3.55, if the holder of the Senior Assistant District Attorney office is designated by the District Attorney to assume the duties of the District Attorney upon the District Attorney's absence from the County, or upon the District Attorney's inability to perform his or her duties, Ontario County residency is required.

APPLICATION DEADLINE / LAST FILING DATE*: 2/27/26 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](#).

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.

SENIOR ASSISTANT DISTRICT ATTORNEY

QUALIFICATIONS:

County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

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DISTINGUISHING FEATURES OF THE CLASS: This is professional legal work of a complex nature involving responsibility for conducting criminal investigations, and preparing and presenting criminal court cases from Grand Jury, through motions, trials, and including appeals, as necessary. Additional responsibilities include administrative and supervisory responsibilities with regard to a specific area of practice within the District Attorney's Office as determined by the District Attorney, including mentoring, coaching, and supervising subordinate attorneys and staff. The Senior Assistant District Attorney functions as a bureau head and is distinguished from the First Assistant District Attorney and Chief Assistant District Attorney in the scope of responsibilities, which include management and oversight of a limited number of staff, matters, and functions, in consultation with, and under general supervision of the District Attorney or designee with wide latitude in the exercise of independent judgment in applying legal knowledge to specific problems and taking appropriate legal action. Incumbent at all times serves at the pleasure of the District Attorney. Supervision is exercised over professional and clerical employees and a specific and designated area of expertise. Work requires the incumbent to be on-call at nights and on weekends and ability to travel throughout Ontario County. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists the District Attorney with the planning, directing and management of all major activities and functions within a designated and limited practice scope in the District Attorney's Office;
Directs, coordinates, and administers the assignment of cases in designated work area;
Provides direct supervision of the legal training, document review, trial preparation, and work product of subordinate attorneys to ensure effective legal competency;
Ensures procedures are in place for proper preparation of trial ready cases;
Consults with other criminal justice agencies including law enforcement, the courts, probation, defense counsel and corrections, to insure the efficient functioning of the criminal justice system;
Prepares and presents criminal cases to the Grand Juries, County, Town and Village Courts;
Prepares cases for trial, responds to motions, prepares for hearings, evaluates cases, plea-bargaining and discusses cases with First Assistant, Chief Assistant, and District Attorney, as necessary;
Researches points of law and rules of evidence to assist attorneys in development of trial strategies;
Assists with appeals, as needed, on cases within their assigned bureau;
Conducts criminal investigations and collaborates with law enforcement agencies, including responding to crime scenes, preparing warrants, and participating in community outreach;

SENIOR ASSISTANT DISTRICT ATTORNEYTYPICAL WORK ACTIVITIES: (Illustrative only) (Continued)

Conducts employee performance reviews, counselings, and recommends disciplinary actions to the District Attorney;
 Identifies, manages and resolves unusual and/or sensitive issues and problems which affect their assigned bureau;
 Provides guidance and effective leadership to subordinate attorneys, investigators, and staff;
 Consults and coordinates with other County departments to ensure that both County and departmental goals are met;
 Provides instructions at Police Academies, when requested;
 Responds to communications from citizens, county agencies, and law enforcement;
 Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job. Jobs in the Exempt Class, the duties are at the discretion of the appointing authority.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of duties, powers, and limitations of the District Attorney's Office;
 Thorough knowledge of New York State substantive and procedural criminal law and court procedure;
 Thorough knowledge of the organization, powers, and limitations of county government;
 Thorough knowledge of law enforcement and investigative techniques;
 Thorough knowledge of prosecutorial ethics;
 Thorough knowledge of the principles and practices of supervision and training;
 Ability to prepare and maintain high levels of confidential information;
 Ability to act logically and analyze information in high pressure situations;
 Ability to supervise subordinate staff and provide training and guidance, as appropriate;
 Ability to interpret and apply legal principles and precedents to new and difficult legal problems;
 Ability to establish and maintain effective working and interpersonal relationships;
 Ability to provide direction and act as a resource to legal and subordinate staff;
 Ability to effectively communicate in English, both orally and in writing;
 Ethical conduct in the practice of law;
 Sound professional judgment.

APPROVED: JANUARY 23, 2026

CIVIL SERVICE CLASSIFICATION: Pending Jurisdictional Classification (PJC) by NYS CSC - EXEMPT

JURISDICTION: ONTARIO COUNTY DISTRICT ATTORNEY
 ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES