



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 #: _____ **POSTING DATE*: FROM:** _____ **TO:** _____

JOB TITLE: _____

RATE OF PAY: 2026 Band 4 Step 1 pay is \$102,779. Experienced ADA may be adjusted up to band 3 step 1 \$121,299., based on experience, & with approval of the Board of Supervisors.

LOCATION: District Attorney's Office

MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

APPLICATION DEADLINE / LAST FILING DATE*: _____

* 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
POSITION

Description of Duties:

The Ontario County District Attorney's Office is seeking Assistant District Attorney candidates who are looking to make a difference in the criminal justice system. The ideal candidates will be strong, independent workers who also excel at working as part of a team.

The position will handle a full, manageable 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

2026 starting salary of new attorney at \$102,779.* Comprehensive benefits package including health insurance, 3% deferred compensation match, NYS retirement pension, employee wellness programming, and generous leave provided. Experienced attorneys may start at a higher salary band & step with approval of the Board of Supervisors.

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.

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

*Unlicensed law degree graduate awaiting bar exam/bar results for admission may be hired at lower salary band (ML5).

Application Process

Applications will be accepted until the positions are filled.

A completed electronic application and resume should be submitted to:

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

EOE