



**SARATOGA COUNTY
DEPARTMENT OF HUMAN RESOURCES**

County Municipal Center
40 McMaster Street
Ballston Spa, New York 12020
www.saratogacountyny.gov

SCOT CHAMBERLAIN
DIRECTOR OF HUMAN RESOURCES

TELEPHONE: (518) 885-2225

CAREER OPPORTUNITY

**ASSISTANT DISTRICT ATTORNEY
SARATOGA COUNTY DISTRICT ATTORNEY'S OFFICE**

SALARY: \$92,341 *Plus Excellent Benefits******

The Saratoga County District Attorney's Office seeks an experienced candidate for a full-time Assistant District Attorney position, with primary emphasis on appellate work. The successful candidate should have a strong background in research and writing, with experience handling all aspects of post-conviction litigation, including direct appeals, appellate division motion practice, and habeas corpus matters. A minimum of two (2) years of experience in the practice of criminal law is preferred.

This is a position allocated to the Exempt Jurisdictional Classification and work is performed in accordance with County Law as directed by the District Attorney. General supervision is received from the Senior Assistant District Attorneys, the First Assistant District Attorney and the District Attorney. The Assistant District Attorney is responsible for cases against individuals suspected of breaking the law, initiating and directing further criminal investigations, guiding and recommending sentencing of offenders. The Assistant District Attorney represents the County of Saratoga and prosecutes violation, misdemeanor and felony cases on behalf of the District Attorney. The incumbent has some leeway for the independent performance of duties within accepted professional and legal standards.

PREFERRED MINIMUM QUALIFICATIONS:

- A. Admission to the NYS Bar and licensure to practice Law in the State of New York; AND at least two (2) years of experience in the practice of criminal law is preferred.

NOTE: County residency will need to be established upon hiring.

Submit Application, Resume, Cover Letter and Writing Sample To:

Personnel Officer – Civil Service Division
Saratoga County Human Resources Department
40 McMaster Street
Ballston Spa, New York 12020

APPLICATIONS WILL BE ACCEPTED UNTIL *the position is successfully filled*

Applications available in the Human Resources Office or on our website. **Resume MAY NOT be substituted for Application. No Fax Submissions Please.**

“Saratoga County is an Equal Opportunity Employer with an Affirmative Action Program”

Issued: 8/10/2021