Department of Human Resources & Civil Service

Job Announcement
Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

TITLE: ASSISTANT DISTRICT ATTORNEY GRADE III

SALARY: $60,592 - $80,999 annually

LOCATION: Monroe County Office of the District Attorney

JOB SUMMARY:
This is an entry level legal position in the Office of the District Attorney that assists with the prosecution of misdemeanors crimes and offenses. This position will assist with a full caseload of criminal matters including arraignments, investigations and legal research, review and collection of all discoverable materials, pretrial motion preparation and argument, hearings and trials, in proceedings of local courts in Monroe County. Court appearances are under a practice order and the direct supervision of a higher-level Assistant District Attorney. The work is performed under the general supervision of a Bureau Chief and Deputy Bureau Chief. Supervision of others is not a responsibility of this class. Work on evenings and weekends is required regularly for this position. Does related work as required.

CHARACTERISTICS OF THE IDEAL CANDIDATE:
1. Graduation from a regionally or nationally accredited law school with a Juris Doctorate degree and eligible to work under the terms of a practice order in the State of New York.
2. Paid or unpaid experience at a prosecutor, public defender, or municipal law department office, private law firm or judicial office is preferred.
3. Must have an ability to work with the judges, lawyers, court administrators, other persons within the court system, and court officials.

SPECIAL REQUIREMENTS:
This position is subject to a background check for criminal convictions. Convictions will be considered but will not automatically disqualify the candidate. No criminal background check will occur until after a conditional offer of employment has been made, unless required prior to a conditional offer because of the nature of the position or otherwise required by law.

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position

ADDITIONAL INFORMATION:
Visit: https://www.monroecounty.gov/hr-choosemonroe for more information on our county's generous paid time off, 14 holidays and more.

Monroe County government prohibits discrimination in employment, program activities, procurement and contracting against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation or national origin.
An Equal Opportunity Employer

RESIDENCY REQUIREMENT:
Applicants must be a resident of Monroe County or a contiguous county at the time of appointment. Contiguous counties are Orleans, Genesee, Livingston, Wayne and Ontario. Preference may be given to Monroe County residents

Send Application, Resume, Cover Letter and Writing Sample to:

Monroe County District Attorney's Office
47 South Fitzhugh Street – Suite 832
Rochester, NY 14614

Posting Date: January 1, 2026

Posting Deadline: Until Filled

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