



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Maggie Brooks  
County Executive

Brayton M. Connard, SPHR  
Director

**TITLE:** Criminal Law Assistant (Provisional\*, Grant-Funded Position)

**SALARY:** \$31,172.00-\$40,217.00 Annually

**LOCATION:** Monroe County District Attorney's Office

### JOB SUMMARY:

This is a professional position that will serve as a liaison between victims, the DA's Office, police agency personnel, Alternatives for Battered Women (ABW) advocates, Integrated Domestic Violence (IDV), City, and Town/Village Court staff in the prosecution of domestic violence cases in Monroe County. Duties include overseeing the intake and case setup of domestic violence cases for review by prosecutors, which will involve researching prior criminal/civil litigation record of defendants and previous contacts with current crime victims, and identifying and coordinating cross-jurisdictional cases to encourage effective charging and prosecution of offenders. Maintenance of computer records of cases will also be required.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma; PLUS,

- (A) Graduation from a regionally accredited or New York State registered college with a Bachelor's degree in Criminal Justice; OR,
- (B) Graduation from a regionally accredited or New York State registered college with an Associate's degree, plus two (2) years of full-time or its part-time equivalent paid experience in paralegal or legal assistant work; OR,
- (C) Satisfactory completion of a regionally accredited paralegal training and instructional program and possession of a certificate of completion and 1 year experience in paralegal or legal assistant work; OR,
- (D) Any equivalent combination of education and experience as defined by the limits of (A), (B), and (C) above.

**SPECIAL REQUIREMENTS:** 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:** Candidates for employment with Monroe County Government will be required to pass a Pre-employment drug test and Pre-employment Background Investigation. The Candidates will be required to pay for the cost of fingerprinting, which is \$100.00. If the candidate is hired they will be reimbursed via payroll.

**RESIDENCY REQUIREMENT:** Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

**Send Civil Service Applications to:** Monroe County Department of Human Resources  
39 W. Main Street – Room 210  
Rochester, NY 14614

**Posting Deadline:** March 3, 2010

\*The term provisional means that you will be required to take the next Civil Service examination for this title and place among the top three (3) on the examination list in order to be eligible for permanent appointment. Grant funding available for 24 months.