



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*)

SALARY: \$31,172 - \$40,217 Annually

LOCATION: Monroe County District Attorney's Office

JOB SUMMARY:

This is a professional position that will be assigned to work primarily with Major Felony Bureau ADA's to perform the following tasks in support of their prosecution of felony cases: obtain and organize case file documents and exhibits for Grand Jury and Trial presentations, participate with ADA's in developing case and trial strategy, create trial exhibits through the use of various computer software products (like PowerPoint), assisting trial attorney with general case preparation including discovery, motions, hearings, and transcription of recordings. In addition, duties will include working within the case management system to facilitate the prosecution of crimes, the maintenance of computer records of cases, preparation of reports on status of cases, and the updating of victim and witness information.

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: June 16, 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.