



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Adam J. Bello  
County Executive

Andrea M. Guzzetta Zurly  
Director

**TITLE:** ASSISTANT DISTRICT ATTORNEY GRADE I

**SALARY:** \$84,222 - \$116,583 annually

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

**HOURS:** Monday - Friday, 8:00 am – 5:00 pm, plus additional hours as required

### **JOB SUMMARY:**

This is a professional legal position in the office of the District Attorney involving responsibility for the prosecution of crimes at all levels with emphasis on felonies. The work is performed under the direct supervision of a Bureau Chief or Deputy Bureau Chief. Review of this position for conformance to duties, as well as for promotion also includes the District Attorney and the First and Second Assistant District Attorneys. Supervision of others is not a responsibility of this class. Does related work as required.

### **CHARACTERISTICS OF THE IDEAL CANDIDATE:**

Good knowledge of New York State Penal Law and Criminal Procedure Law; good knowledge of office practices and procedures; good knowledge of courtroom practices and procedures; working knowledge of related laws; ability to determine charges of a case and establish grounds for prosecution; ability to conduct interviews and investigations; ability to communicate effectively, both orally and in writing; ability to establish and maintain professional relationships with others; initiative; good judgment; integrity; physical condition commensurate with demands of position. Must be licensed to practice of law in the State of New York for a minimum of six months.

### **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.

### **RESIDENCY REQUIREMENT:**

Applicant must be a resident of Monroe County at the time of appointment.

**APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:**

DAWN STAUB, CHIEF ADMINISTRATOR  
MONROE COUNTY DISTRICT ATTORNEY'S OFFICE  
47 SOUTH FITZHUGH STREET  
ROCHESTER, NEW YORK 14614

**Posting Date:** February 12, 2025

**Posting Deadline:** Until Filled