



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Adam J. Bello  
County Executive

Andrea M. Guzzetta Zury  
Director

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**TITLE:** ASSISTANT DISTRICT ATTORNEY GRADE II

**SALARY:** \$71,066 - \$98,372 annually

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

**JOB SUMMARY:**

This is an entry level legal position in the office of the District Attorney involving responsibility for the prosecution of misdemeanors. This position will handle 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 the State, county and local courts throughout Monroe County. Employees of this class may be assigned felony prosecutions as necessary. 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. Does related work as required.

**CHARACTERISTICS OF THE IDEAL CANDIDATE:**

1. The Assistant District Attorney shall be an attorney duly licensed to practice law in the State of New York and admitted to practice in all courts.
2. The Assistant District Attorney 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:**

Monroe County full-time employees will receive a \$1,000 quarterly retention payment each quarter in 2024!

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.

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

Dawn Staub  
Monroe County District Attorney's Office  
47 South Fitzhugh St.  
Rochester, NY 14614

**Posting Date:** January 1, 2024

**Posting Deadline:** Until Filled