

Personnel and Civil Service

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NOTICE OF VACANCY

4th Assistant District Attorney

Date of Issue: 11/27/2024. Primary responsibilities include organization, writing of and response to appeals, post-conviction litigation in the appellate courts, reviewing case files and preparation of Certificates of Compliance. The incumbent will respond to motions on select cases and assist with case preparation and presentation for trials. This work is performed under the general supervision of the District Attorney with leeway allowed for the exercise of independent judgment in planning and carrying out the details of the work. Does related work as required.

The title of 4th Assistant District Attorney is **Pending Jurisdictional Classification** from the New York State Civil Service Commission. The successful candidate must identify how they meet the minimum qualifications established for the position. Upon a conditional offer of employment, a criminal background check* is required.

Status: Permanent; pending jurisdictional classification
Work Hours: Full time, days; 35 hours/week
Salary: \$88,825 - \$98,825 (Management/Confidential); excellent benefit package available including: health, dental and vision insurance, paid leave time, NYS Retirement System, Deferred Compensation Plan
Location: District Attorney's Office (Remote Work)

Minimum Qualifications: Must be duly licensed to practice law in the State of New York.

Apply Online: <https://tiogacountyny.com/departments/personnel-civil-service/>

Apply by: Applications accepted until the position has been filled.

Tioga County applications are available on our website. Resumes may be submitted but MUST accompany an application. Applicants MUST clearly describe education and/or work and volunteer experience to explain how they meet the minimum qualifications for the position. Omissions or vagueness will not be interpreted in an applicant's favor.

*Criminal background checks will be conducted upon a conditional offer of employment. Depending upon the position sought, conviction of a felony, misdemeanor or other offense may bar appointment. At the discretion of the appointing authority, additional screenings may include but will not be limited to: fingerprinting, psychological, and or drug testing. If requested, a candidate will be required to authorize access to educational, employment, financial, or other records.