



CATTARAUGUS COUNTY CIVIL SERVICE

HUMAN RESOURCES DEPARTMENT

303 Court Street * Little Valley, NY 14755 * (716) 938-2281 * FAX (716)938-2759

John R. Searles, Personnel Officer

Kristine M. Phinney, Deputy Personnel Officer

ASSISTANT DISTRICT ATTORNEY

The Cattaraugus County District Attorney is seeking qualified applicants for the position of Assistant District Attorney. This position is in the Exempt Class of Civil Service, and works at the discretion of the District Attorney. The Assistant District Attorney shall represent the People of the State of New York in criminal prosecutions pending in Cattaraugus County. This shall include Cattaraugus County Court and all local Town, Village, and City Courts located within Cattaraugus County. Typical work activities include:

- Assist and advise law enforcement officers in the preparation of pleadings and other aspects of the filing/initiation of criminal cases in his/her assigned courts;
- Attend all scheduled court appearances and conferences in his/her assigned courts;
- Prepare pleadings, discovery, motions and responses as needed in cases;
- Conduct pre-trial hearings, trials and sentencing proceedings in his/her assigned courts;
- Prepare and file appeals in his/her assigned courts and cases;
- Communicate with other Assistant District Attorneys and the District Attorney on all matters to ensure consistency and continuity.

Must be an attorney admitted to practice in the State of New York in good standing, and reside in Cattaraugus County upon employment. Salary: \$3267.19 - \$4246.16 biweekly (commensurate with experience). Interested candidates must submit a detailed resume along with a cover letter expressing interest to the physical address or e-mail address listed below:

Lori Rieman, District Attorney OR lprieman@cattco.org
303 Court St.
Little Valley, NY 14755
(716) 938-2220

Cattaraugus County - An Equal Opportunity Employer

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