



CATTARAUGUS COUNTY CIVIL SERVICE

HUMAN RESOURCES DEPARTMENT

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

Kristine M. Phinney, Personnel Officer

ASSISTANT DISTRICT ATTORNEY

The Cattaraugus County District Attorney is seeking qualified applicants for the position of Assistant District Attorney effective **January 1, 2026**. This position is in the Exempt Class of Civil Service, and works at pleasure of the District Attorney. Assistant District Attorneys 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:

- Prosecute felonies, misdemeanors, Violations, and Traffic Offenses that occur within Cattaraugus County;
- Assist and advise law enforcement agencies in conducting investigations, obtaining search and eavesdropping warrants;
- Advice and assist law enforcement officers in the preparation of pleadings and other aspects of the filing/initiation of criminal cases in his/her assigned courts;
- Prepare and present cases before the grand jury;
- Appear, prepare and handle arraignments, motions and pre-trial practice, preliminary hearings, and trials from the beginning of a case through sentencing;
- 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;
- Collaborate and coordinate cases with the Crime Victim Coordinator to ensure victims and victim's families are informed and able to provide input.

SALARY RANGE: \$4,047.65.35-\$4,554.29 bi-weekly

MINIMUM QUALIFICATIONS: Eligibility for a license to practice law in New York state. Possession of the license at the time of appointment is required.

All employees of Cattaraugus County are eligible to join the New York State and Local Retirement system. Permanent, full time employees have access to a rich Health Insurance plan with Dental and Vision, Teledoc access, tuition reimbursement, and paid time off.

You can apply online, or paper applications may be obtained from the Cattaraugus County Civil Service website at <https://www.cattco.org/human-resources/exam-job-app>.

Completed paper applications should be emailed to AESmith@cattco.org and should be received no later than October 8, 2025

Cattaraugus County is an Equal Opportunity Employer

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