



NIAGARA COUNTY JOB POSTING

DATE POSTED: 04/22/2024

DEADLINE: 05/05/2024

POSITION TITLE/ #: Executive Assistant District Attorney #13649

POSITION CLASS: Exempt

PAY RATE: \$131,280 - \$146,019

WEEKLY HOURS: 35

DEPARTMENT/DIVISION: District Attorney

WORK LOCATION: 175 Hawley Street, Lockport, NY 14094

POSTINGS FOR CURRENT EMPLOYEES:

If this is a competitive class position, in order to apply for transfer, you must have permanent competitive status, have completed your probationary period, and be in the same or comparable title (as determined by Civil Service) as this position. Current eligible lists will also be used to fill positions. For questions about title comparability, please contact Civil Service at 716-438-4071 or civilservice@niagaracounty.com.

STATUS FOR CURRENT EMPLOYEES: Permanent

Submit letter of interest and resume to:

NAME: Nick Duquette

ADDRESS: Nicholas.duquette@niagaracounty.com

POSTINGS OPEN TO THE PUBLIC:

STATUS FOR PUBLIC CANDIDATES: Permanent

DESCRIPTION: For a complete job description and minimum requirements please visit:

https://niagaracounty.com/Employment/Job_Specs_for_Civil_Service_Positions.php

Performs legal work as assigned by the District Attorney in indicting and prosecuting for crime within Niagara County. The incumbent is responsible for many administrative aspects of the District Attorney's Office including establishing and implementing office policy, managing administrative and investigative staff, participating in budget and personnel decisions, including hiring/firing decisions and internal employee discipline. The incumbent is also responsible for overseeing the Assistant District Attorneys assigned to city and justice courts and coordinating an internal training program. The incumbent works under supervision of the District Attorney who reviews work for conformance with the law. Does related work as required.

MINIMUM QUALIFICATIONS: Graduate of Law School, admission to the New York State Bar, and a minimum of five (5) years of prosecutorial or criminal law experience and one (1) year of administrative experience of a legal staff of at least five employees.

Apply electronically at: <https://niagara-portal.mycivilservice.com/> or submit paper applications to: Niagara County Human Resources, 111 Main Street – Suite G2, Lockport, NY 14094

Applications, Job Specifications, Job Postings & Exam Announcements can be found here:
<https://niagara-portal.mycivilservice.com/>

Niagara County policy prohibits discrimination in employment, program activities, contracting, and procurement against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation, veterans status, national origin, or any other characteristic protected by federal or state law.

Niagara County is an Equal Opportunity Employer

Form Revised 4/4/2023