



JASON L. SCHMIDT  
DISTRICT ATTORNEY

DISTRICT ATTORNEY  
OF CHAUTAUQUA COUNTY

COUNTY COURTHOUSE  
1 NORTH ERIE STREET  
MAYVILLE, NEW YORK 14757-1000  
PHONE (716) 753-4241  
FAX (716) 753-4628

## **ASSISTANT DISTRICT ATTORNEY**

Full-Time w/Benefits  
Salary Range: Commensurate with Experience

The Chautauqua County District Attorney's Office is seeking qualified candidates to fill both senior and entry-level Assistant District Attorney positions in the Office. Interested candidates should email their resume, cover letter and any additional materials to [ContiguM@co.chautauqua.ny.us](mailto:ContiguM@co.chautauqua.ny.us).

**DESCRIPTION OF POSITION:** A Chautauqua County Assistant District Attorney provides assistance to the District Attorney by performing professional legal work surrounding and including the prosecution of criminal cases arising in Chautauqua County. General instructions and assignments are received from the District Attorney and supervising attorneys with wide leeway permitted for the exercise of independent judgment. The ability to work well with others in a mutually-supportive team atmosphere is required.

### **DUTIES AND RESPONSIBILITIES INCLUDE:**

- Assisting in the investigation and prosecution of felony and misdemeanor crimes, as well as violations, charged under New York Penal Law and other applicable laws and prosecuted in the local and County Courts of Chautauqua County;
- Maintaining excellent communications with police, crime victims and various Court personnel;
- Appearances in Courts for pre-trial and trial proceedings, including conferences and arguments on motions;
- Legal research and preparation of motions, opposition papers, memoranda of law, charging documents and other trial and pre-trial documents.

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** The position requires a good working knowledge of the New York Penal Law and the Criminal Procedure Law; ability to advocate and express oneself clearly and thoughtfully, both in writing and verbally; honesty and integrity; ethical conduct in the practice of law.

**MUST MEET THE MINIMUM QUALIFICATIONS:** Graduation from an accredited Law School and admission to the Bar of the State of New York and eligibility to practice law before the Courts of the State of New York at the time of appointment.

Equal Opportunity Employer