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## Assistant District Attorney with Trial Experience

Rensselaer COunty 80 2nd Street, Troy, NY 12180

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#### Certifications

Do you have a valid **Bar** certification?

Yes

No



#### Skills

Do you have experience in **Writing skills**?

Yes

No



#### Education

Do you have a **Doctoral degree**?

Yes

No

### Job details



#### Pay

From \$107,000 a year



#### Job type

Full-time



#### Shift and schedule

Weekends as needed

Night shift

Day shift

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#### Work setting

## Benefits

Pulled from the full job description

- Dental insurance
- Employee assistance program
- Flexible spending account
- Health insurance
- Health savings account
- Paid time off
- Parental leave
- Professional development assistance
- Retirement plan
- Tuition reimbursement
- Vision insurance

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## Full job description

Hiring for an Assistant District Attorney with Trial Experience in Criminal prosecution; salary commensurate with prosecution experience.

**This is not an entry level position, applicants must be admitted to the NYS bar.**

### JOB RESPONSIBILITIES:

Specific duties will include, but are not limited to the following:

- Assist District Attorney in presenting criminal cases in court.
- Analyze assigned cases and prepare the cases for trial.
- Interview victims and witnesses to collect evidence to prosecute.
- Train staff on legal issues and goals.
- Provide administrative assistance to District Attorney when needed.
- Interact with victims, police and witnesses to make critical decisions to support court proceedings.
- Provide legal advice and draft legal documents for clients.
- Present cases, cross examine witnesses, and make arguments in the court

- Prepare case files, evidence documents and other supporting files required for court proceedings.
- Evaluate client problems and suggest legally compliant solutions.
- Prepare and present witnesses in court for testimony.
- Perform negotiation with concerned parties to solve legal problems and settle litigation.
- Stay abreast with latest development and changes in law field.

#### **QUALIFICATIONS:**

- Juris Doctor degree required
- Minimum of two (2) years of relevant experience required; prosecution experience preferred
- US Citizenship and New York State Residency are required as of first day of employment
- Member in good standing of the NY State Bar.
- Ability to conduct competent resourceful investigations
- Ability to exercise good judgment and strong ethics
- Excellent written and interpersonal communication skills
- Exhibit an ability to maintain confidentiality of information
- Ability to analytically solve issues or problems from inception through conclusion
- Ability to excel in a fast-paced work environment and handle a high volume of cases and investigations
- Ability to work nights, holidays and weekends

Job Type: Full-time

Pay: From \$107,000.00 per year

Benefits:

- Dental insurance
- Employee assistance program
- Flexible spending account
- Health insurance
- Health savings account
- Paid time off
- Parental leave
- Professional development assistance
- Retirement plan
- Tuition reimbursement
- Vision insurance

Schedule:

- Day shift
- Night shift

- On call
- Weekends as needed

Work Location: In person

If you require alternative methods of application or screening, you must approach the employer directly to request this as Indeed is not responsible for the employer's application process.

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### Company and salary information



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