



ONEIDA COUNTY GOVERNMENT NOTICE OF VACANCY

DEPARTMENT: District Attorney

CIVIL SERVICE TITLE: Assistant District Attorney

CLASSIFICATION TYPE: Exempt

SALARY (GRADE): Assistant I: \$104,982 (48P) Plus Excellent Benefits
Assistant II: \$97,431 (46P) Plus Excellent Benefits

APPLICATION DEADLINE: December 31, 2025

APPLY ONLINE*: <https://oneida-portal.mycivilservice.com/post/jobopps>



DISTINGUISHING FEATURES OF THE CLASS: The incumbent of this class is responsible for the management, presentation, and prosecution of criminal cases in all Courts of Oneida County. The incumbent is responsible for coordinating, organizing, and examining all materials and efforts related to the prosecution of criminal cases in Oneida County. Duties include, but are not limited to, the oversight of criminal matters from the investigative phase, if necessary, through and including arraignment, trial, and final disposition. This is an appointed position in which incumbents serve both under the general direction of and at the pleasure of the Oneida County District Attorney. Incumbent performs related work as required.

MINIMUM QUALIFICATIONS: Candidates must meet the minimum qualifications at time of application. Either:

Assistant District Attorney I: Admission to the Bar of New York State **AND** eight (8) years of experience in private or public practice of law, **OR** four (4) years of experience as an Assistant District Attorney or Assistant Public Defender.

Assistant District Attorney II: Admission to the Bar of New York State.

SPECIAL REQUIREMENT: Must be a legal resident of Oneida County, Herkimer County, Lewis County, Madison County, Oswego County, or Otsego County per Local Law "B" of 1991.

NOTES:

1. Candidates **MUST** submit with application a copy of Admission to the Bar of New York State.
2. Promotion will be at the discretion of the District Attorney and will not be automatic.

****Oneida County is an equal opportunity employer****

*If you do not have internet access, paper applications can be picked up in the Personnel Department on the 6th Floor of the Oneida County Office Building. You may also request a paper application to be mailed by calling 315-798-5726.

Issued: 01/01/2025