

NORTHUMBERLAND COUNTY ASSISTANT DISTRICT ATTORNEY
SALARY: \$50,000 ANNUALLY 33 HRS/WEEK – PER UNION CONTRACT
STARTING DATE: IMMEDIATELY
POSITIONS AVAILABLE: 1

DESCRIPTION

The Northumberland County District Attorney's Office is accepting applications for one (1) full time Assistant District Attorney positions. Individuals will perform legal functions for the County through the office of the District Attorney. Northumberland County incentives are full medical benefits including dental and eye, 15 paid holidays per year, vacation and sick time.

SPECIFIC DUTIES

- Responsible for the prosecution of misdemeanor and felony criminal caseload from preliminary hearing through trial and appeal.
- Prepares and argues motions and appeals in the Court of Common Pleas and Appellate Courts.
- Works closely with law enforcement in the preparation and prosecution of cases.
- Advises and counsels civilian and police witnesses, and victims in preparation for trial or pre-trial hearings.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES

- Knowledge of criminal law and procedure required
- Ability to speak and write effectively
- Ability to present clear and logical arguments
- Ability to maintain effective working relationships
- Skill in persuasive communications; time management; attention to detail and record keeping.
- Experience in prosecuting cases in a Court of law preferred
- Ability to research large amounts of technical material in an efficient manner; ability to worker under time constraints; to communicate effectively both verbally and in writing using a highly technical language; to work effectively with uncooperative parties; and to work with confidential information
- Ability to work independently to provide professional services to the county

JOB REQUIREMENTS

- Graduate of a recognized college or university and from an accredited law school.
- Must be able to pass pre-employment background check and drug screening, as required by Northumberland County.
- Licensed to practice law before the Courts of the Commonwealth of Pennsylvania.
- Background check and fingerprinting

Interested applicants should send resume, writing sample, and cover letter by email to Alisha Elliott, alisha.elliott@norrycopa.net, or by mail to the Office of District Attorney, 201 Market Street, Sunbury PA 17801