



# COUNTY OF LEBANON

## Job Announcement-EXTENDED

Posting Date: March 11, 2020

<b>Position:</b>	Full-Time Assistant District Attorney 1 <b>2-Positions Available</b>
<b>Department:</b>	District Attorney's Office Room 11 Municipal Building 400 S. 8 <sup>th</sup> Street Lebanon, PA 17042
<b>Available:</b>	Immediately
<b>Bargaining Unit:</b>	NONE
<b>Hours:</b>	8:00am- 5:00pm, Monday through Friday ↳ Hours of work are at the discretion of the District Attorney
<b>Pay Grade:</b>	14 (Non-union pay chart)
<b>Salary Range:</b>	\$1,881.5681 Biweekly

- **A County of Lebanon Application must be completed for consideration for this position.**
- **Applications will be accepted through Wednesday, March 25, 2020.**

### **BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:**

The primary purpose of this position is to perform legal work in prosecuting criminal cases in the District Attorney's Office. Responsibilities include, but are not limited to, the following: reviewing cases for possible criminal prosecution, preparing and trying criminal cases, interviewing witnesses, preparing and responding to motions and briefs, conducting research; attending various court proceedings, including preliminary and pretrial hearings, sentencings and post-conviction proceedings; advising police officers and citizens regarding a wide variety of information pertaining to criminal law and procedures, as well as other duties as assigned by the District Attorney.

### **MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:**

Preferred candidates will have experience in the practice of law, including some experience in trial work, and graduation from an accredited law school, or any equivalent combination of experience and training, which provides the required knowledge, skills and abilities. Good knowledge of the principles of civil and criminal law, methods and practices of pleading, judicial procedures, rules of evidence, and the ability to analyze, appraise and organize facts and evidence within a case is also required. Candidates must be able to effectively communicate such material in a clear and logical form, as well as the interpersonal and professional skills necessary in a court-related and time-sensitive field.

<b>Application and resume submission options:</b>	
<b>1. Scan and email your application and resume directly to:</b> Leeanne Shank, Human Resources Assistant <b>Email:</b> <a href="mailto:LShank@lebcnty.org">LShank@lebcnty.org</a>	<b>2. Mail:</b> ATTN: Leeanne Shank, Human Resources Assistant Room 200 400 S. 8th Street, Lebanon, PA 17042
	<b>3. Fax:</b> (717) 274-8094

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