

# **Indiana County District Attorney's Office**

## **Part-Time Assistant District Attorney**

**COMPENSATION:** Base salary \$33,670.00/year

**BENEFITS:** Full County Benefits after 90 days probationary period

### **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: review 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 and 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 have the interpersonal and professional skills necessary in a court-related and time-sensitive field.

## **REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:**

- Good knowledge of criminal law and procedure required
- Ability to receive instruction, guidance and constructive criticism from the District Attorney and First Assistant
- Ability to speak and write effectively and present clear and logical arguments
- Ability to maintain effective working relationships with staff, LEA, and Supervising Attorney(s)
- Must be able to pay close attention to details and concentrate on work

## **JOB REQUIREMENTS:**

- Graduate of a recognized college or university and from an accredited law school
- Must be able to pass pre-employment background check
- Licensed to practice law before the Courts of the Commonwealth of Pennsylvania
- Valid Pennsylvania driver's license

Interested candidates should send their cover letter, resume, references, and writing sample to:

District Attorney Robert F. Manzi Jr  
825 Philadelphia Street  
Indiana, PA 15701  
(724) 465-3835  
[rmanzi@indianacountypa.gov](mailto:rmanzi@indianacountypa.gov)