



COUNTY OF LEBANON

Job Announcement

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| Position: | First Assistant District Attorney |
| Department: | District Attorney's Office 400 S. 8 th Street, Room 11, Municipal Building Lebanon, PA 17042 |
| Available: | Immediately |
| Bargaining Unit: | None |
| Hours: | 8:00AM-5:00PM, Monday-Friday; however, hours of work are at the discretion of the District Attorney |
| Pay Grade: | Grade 10 (Non-Union/Exempt Salary Chart) |
| Salary Range: | \$38.66 Hr. (and up dependent on experience) |
| Full-Time Employee Benefits: | 100% Employer PAID Benefits → Health Insurance, Vision, Prescription, Dental insurance, Life Insurance, Eleven (11) Holidays, Sick, Vacation, and Personal time-off. Additional Benefits → Pension retirement plan, Health Insurance Exchange Program, Employee Assistance Program, Employee Wellness Program, Revive Health Benefits Program, Connect Care 3 Resources, Connect Care 3 Platform/KOA Foundations App, and Employee Appreciation Program. Voluntary Benefits → Deferred Compensation plan, Short Term Disability, Critical Illness, Accident, and Cancer insurance. |

A County of Lebanon Application MUST be completed for consideration for this position. Resume is also required.

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: prosecuting serious criminal cases such as sexual assault, child abuse, robbery, rape, attempted homicide, and homicide; providing guidance and advice to less experienced ADAs; direct and post-conviction appeals; review of criminal investigations pending charging decisions; advising police officers and citizens regarding a wide variety of information pertaining to criminal law and procedures; any other duties as assigned.

In addition to the duties of other ADAs, the First Assistant District Attorney will be responsible for managing the Office when the District Attorney is not available. The First Assistant also acts in an on-call capacity and provides charging approval as required.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:

Preferred candidates will have experience in the practice of law, including some experience in trial work. Candidates must have a firm grasp of the rules of criminal procedure and evidence. Candidates must also have the ability to analyze, appraise, and organize facts and evidence within a case. Candidates must be able to effectively communicate such material in a clear and logical form and possess the interpersonal and professional skills necessary in a court-related and time-sensitive field.

APPLICATION AND RESUME SUBMISSION OPTIONS:

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| 1. Email directly to Human Resources → Apply@lebanoncountypa.gov |
| 2. Mail to → 400 S. 8 th Street, Room 200 Lebanon, PA 17042 ATTN: Human Resources |
| 3. Fax to → (717) 675-2668 ATTN: Human Resources |

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