**Position:**Assistant District Attorney  
**Department:**District Attorney  
**Reports to:** Deputy District Attorney

**STATUS:**Full Time

**COMPENSATION:**Base salary $48,443.20/year; starting salary will be commensurate with experience

**Job Summary:**

Responsible for the prosecution of a wide array of criminal offenses and handles all phases of a prosecution from pre-investigation through post-sentence appeals.  An Assistant District Attorney is responsible for evaluating cases, taking into consideration resources, strength of the evidence, severity of the crime, any impact on victims and the community and policy considerations.

**Essential Job Functions:**

* Assists police in the investigation of criminal offenses.
* Provides legal opinions to police relative to investigations and advises police on the drafting of criminal complaints, search warrants and statements of probable cause.
* Evaluates evidence relative to propriety of criminal charges and search warrants.
* Assembles and evaluates evidence, interviews and prepares witnesses for various court appearances.
* Represents the Commonwealth in the prosecution of cases at preliminary hearings, pretrial conferences, pretrial motions, trials before court and/or jury, post-verdict motions and appeals to Superior and Supreme Courts of Pennsylvania.
* Represents Commonwealth in Post-Conviction Relief Act hearings in the Court of Common Pleas and appeals therefrom to the Superior and Supreme Courts of Pennsylvania.
* Represents the Commonwealth in proceedings on writs of habeas corpus in United States District Court, Courts of Appeal and Supreme Court.
* Represents the Commonwealth and the Court of Common Pleas in Indirect Criminal Contempt proceedings and all appeals therefrom.
* Represents the Commonwealth in Juvenile Court proceedings and all appeals therefrom.
* Represents the Commonwealth in summary appeals and appeals therefrom.
* Does legal research and makes oral arguments and prepares written briefs before all Commonwealth and federal courts.
* Interacts with all other state and local law enforcement agencies and local individuals and organizations.

**Minimum Qualifications:**

* Bachelor’s degree
* Juris Doctorate degree
* Licensed to practice law in the Commonwealth of PA
* Must show proof of license from Pennsylvania Bar Association
* Successfully meet the requirements of the criminal history background check.
* Must possess a valid Pennsylvania driver’s license

**Knowledge, Skills, and Abilities**

Must possess analytical abilities, communication skills, a working knowledge of the criminal justice system as well as an understanding of the current state of the law, Pennsylvania Crimes Code, Rules of Criminal Procedure and possess a presence in the courtroom.

**Interested applicants should email a resume and cover letter to:**

Executive Assistant Nicole Courter

Centre County District Attorney’s Office

106 East High Street, Room 302

Bellefonte, PA 16823  
(814) 355-6735  
[ncourter@centreda.org](mailto:ncourter@centreda.org)

You may also apply online through [www.Indeed.com](http://www.Indeed.com).