County Of Mercer – Employee Job Description

Department: District Attorney's Office

Position Title: Assistant District Attorney (Full Time)

Pay Classification: P&A 09 – (Entry is $68,972/yr. – at 8 years $94,482/yr.)
Starting wage dependent on experience
Full Medical/Dental/Vision Insurance package available
Paid Time Off Package available
Federal Student Public Loan Forgiveness (PSLF) Eligible

Reports To: District Attorney

Date of Job Description Creation/Update: 1/21/2026

Overall Descriptions of the Position:

Assistant District Attorneys will act on authority delegated by the District Attorney to represent the Commonwealth in the prosecutions of those who have violated the laws. They will be responsible for the prosecution of a criminal caseload's full lifecycle, including trials and other criminal proceedings.

Position Requirements:

- Minimum Education and/or Experience Required:
    - Juris Doctor degree and is a member of the bar in good standing in the Commonwealth of Pennsylvania
    - Licensed to practice law before the Courts of the Commonwealth of Pennsylvania
    - Continuing legal education required
    - PA Child Abuse Clearances

- Comprehensive knowledge of Pennsylvania's Criminal Code, Vehicle Code, Drug Act, Rules of Criminal Procedure, Rules of Appellate Procedure, Game Commission Code, sentencing guidelines and Rules of Professional Conduct
- Must possess thorough knowledge of state substantive and procedural law and rules of evidence
- Ability to comprehend and interpret a variety of documents including police reports, crime and hospital lab reports, medical records, insurance statements, State and other criminal statutes, legal codes, constitutional provisions and administrative regulations
- Ability to analyze facts, evidence and precedents and to arrive at logical interpretations
- Skill and ability to organize and present facts and evidence in legal proceedings
- Must possess a sense of fairness which allows for vigorous yet just prosecution of all offenders while protecting the rights of crime victims and society
- Ability to communicate effectively with victims of crimes, police officers, jurors, judges, attorneys, doctors, coroners, criminals and others, verbally and in writing
- Ability to prepare a variety of documents, including pleadings, motions, briefs, letters and other correspondence
- Ability to practice effective time management, organization skills and to concentrate and work on details of several cases at once
- Ability to maintain confidentiality regarding all aspects of on-going criminal cases
- PA Child Abuse Clearances are required
- Valid Driver's License and ability to travel in-county

<u>Position Duties:</u>

- Evaluates evidence relative to propriety of criminal charges and search warrants
- Advises police officers working in the field on charging decisions, drafting of criminal complaints, search warrants, statement of probable cause and investigations
- Reads and analyzes discovery materials and legal precedents in preparing for cases, including determining strategy to be used in prosecuting the cases
- Prepares legal briefs, legal correspondence and memoranda, pleadings, motions and petitions
- Assembles and evaluates evidence, including interviews and prepares witnesses for various court appearances

- Represents the Commonwealth in the prosecution of cases at preliminary hearings, pretrial motions, trials before court and/or jury, post-verdict motions and appeals to the Superior and Supreme Courts of Pennsylvania
- Represents the Commonwealth in Post-Conviction Relief Act hearings in the Court of Common Pleas and appeals from there to the Superior and Supreme Courts of Pennsylvania
- Represents the Commonwealth in Juvenile Court proceedings and all appeals there from
- Represents the Commonwealth in summary appeals
- Does legal research and makes oral arguments and prepares written briefs before all Commonwealth and federal courts
- All other duties as assigned.

<u>To Apply</u>:

Please complete the standard County of Mercer Application and send a letter of interest, salary history, and your resume to the following:

Mercer County HR Department
125 South Diamond St. Suite 17
Mercer, PA 16137

** The County of Mercer Standard Applications can be found at www.mercercountypa.gov or can be obtained by stopping in the Human Resource office located on the basement level of the Courthouse.

Deadline to Apply: