

## **Crawford County Office of District Attorney**

**Position:** Assistant District Attorney

**Compensation:** \$46,000 plus benefits. Starting salary will be commensurate with experience.

**Job Summary:** Represent the Commonwealth in all stages of criminal prosecutions from the investigation phase thorough appeals.

### **Duties:**

- Assisting police in investigations
- Reviewing search warrant applications
- Evaluating cases regarding charging decisions
- Representing the Commonwealth at preliminary hearings, pre-trial hearings, bench trials, jury trials, plea hearings, sentence hearings and appeals.
- Drafting of motions, answers, memorandums of law and briefs.

### **Minimum Qualifications:**

- Bachelor's Degree
- Juris Doctorate Degree
- Licensed to practice law in the Commonwealth of Pennsylvania
- Valid Pennsylvania Driver's License

**We are looking for applicants who want to be a prosecutor. The ideal applicant will have the minimum qualifications as well as good analytical**

**abilities, the ability to effectively communicate with others, excellent research skills and the desire to learn.**

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

District Attorney Paula C. DiGiacomo

Crawford County Judicial Center

359 E. Center Street

Meadville, PA 16335

Or email to [pdigiacomoco.crawford.pa.us](mailto:pdigiacomoco.crawford.pa.us)

All qualified applicants will receive consideration for employment without regard to race, color, religious creed, national origin, age, sex, sexual orientation or non-job related disability.