

Beaver County Assistant District Attorney

Position: Assistant District Attorney

Location: Office of the District Attorney
Beaver County Court House
810 3rd Street
Beaver PA 15009

Bargaining Unit: United Steel Workers.

Normal working hours: Monday-Friday 8:30AM-4:30PM
with periodic on-call and call-outs.

Annual Salary: \$74,335.28

The County of Beaver is searching statewide for a candidate for the position of Assistant District Attorney. This attorney will prosecute criminal cases, conduct preliminary hearings, pretrial motions and appeals and provide guidance to other staff members as required

The essential functions are listed below, this list is not all inclusive:

- Interviews victims, witnesses, law enforcement officers, detectives, and others in researching assigned cases
- Reads and analyzes various discovery material in preparing for cases
- Prepares and files in court criminal charges against offenders
- Argues and or / negotiates cases in preliminary hearings and pretrial motions, negotiates plea agreements with attorneys
- Litigates hearing for arraignments, bail, parole, probation, and sentencing
- Serves as prosecuting attorney in court trials and conducts jury selection, makes opening statements, conducts direct and cross examinations, and delivers closing statements
- Presents oral arguments in appellate court
- Represents the Commonwealth in handling Juvenile Court cases all stages of legal proceedings from detention to adjudication
- Reviews and approves search warrants and various felony criminal complaints
- Prepares legal briefs, legal correspondence and memoranda, subpoenas, pleadings, motions and petitions
- Prepares and submits sentencing agreements, felony to misdemeanor pleas, and arrest documents for District Attorney Approval.
- Negotiates plea agreements with attorneys.
- Presents legal arguments for sentencing of defendants.
- Serves as victim advocate by representing victims at Protection from Abuse Contempt Hearings; accompanies child victims to physical and medical examinations.
- Provides assistance to law enforcement on a 24 hour on call basis.

May 16, 2024

- Performs routine administrative duties including maintaining office files and records, copying and faxing documents, typing forms and reports, and answering the telephone.
- Confers with victims, witnesses, law enforcement officers, district attorneys, defense attorneys, private attorneys, district judges, medical personnel, court clerks, probation officers, other County department and staff members.
- Refers to state and federal statutes, legal opinions, treaties, legal textbooks, newspapers, technical journals, law periodicals, case law, maps, encyclopedia, and dictionaries.

Minimum qualifications for this position are to have a Juris Doctorate degree supplemented by five (5) years of experience or training. Must also be member in good standing with both the Pennsylvania and Federal BAR. Must be computer literate and competent in Word, Excel, Outlook and Westlaw.

Beaver County is an Equal Opportunity Employer.

Interested parties are asked to submit their resume to:

District Attorney Nathan Bible
810 Third Street
Beaver, PA 15009
districtattorney@beavercountypa.gov