



Human Resources
Personnel • Civil Service • Employee Benefits

MONTGOMERY
COUNTY^{NY}
Made of Something Stronger

Nicole Yaggle
Personnel Officer

MONTGOMERY COUNTY EMPLOYMENT OPPORTUNITIES

BUREAU CHIEF

SALARY: \$125,000

DEPARTMENT: DISTRICT ATTORNEY

LAST FILE DATE: 05/22/2025

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the District Attorney and direct supervision of the First Assistant District Attorney, the incumbent is responsible for the direction, coordination and administration of bureau within a division (e.g., Superior Court Trial Division, Local Court/Criminal Courts and Grand Jury Division) in the District Attorney's Office. This is an internal promotional position in which supervision is exercised over a substantial number of professional, paraprofessional and clerical personnel. Does relation work as required.

RESIDENCY REQUIREMENT: Applicants must be a legal resident of New York State. **Please provide a copy of your driver's license (front and back) for proof of residency.**

PLEASE ATTACH ALL REQUIRED LICENSES, TRANSCRIPTS/DIPLOMAS, CERTIFICATIONS, AND/OR DOCUMENTS LISTED BELOW WITH YOUR APPLICATION TO VERIFY ALL CREDENTIALS

MINIMUM QUALIFICATIONS: Must be a currently registered attorney with the NYS Office of Court Administration and must have four years of experience in a District Attorney's Office.

SPECIAL REQUIREMENT: Must be a U.S. citizen. Must be a legal resident of New York State at time of appointment and maintain same while in the title.

Applications are available online at: www.co.montgomery.ny.us. Completed applications must be received by the last file date.