

ASSISTANT DISTRICT ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional position that works under the direction of the District Attorney. The incumbent in this position will be responsible for handling assigned cases and addressing all legal issues therein. This position is responsible for handling any legal issues pertinent in the District Attorney's Office as presented by questions from the public or which arise in assigned cases. The position differs from the Senior Assistant District Attorney in that the assignments are of a less challenging nature. Work is performed under the general supervision of a Bureau Chief or a more experienced attorney. This position may be required to supervise professional and support personnel in the District Attorney's Office. Travel in the course of a workday may be required and assignments outside of normal working hours may be given.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could be reasonably expected to be performed by an employee in this title.

1. Manages assigned cases on intake by examining case files to accurately assess facts and legal issues;
2. Works with law enforcement agencies to provide accurate and reliable legal advice to assist in investigations and in the preparation of search warrants;
3. Makes appearances in Justice Courts, County Court, Family Court or any other required Court appearance;
4. Prepares for all hearings and trials in Justice Courts;
5. Assigned to periodic, rotating ON CALL DUTY based on specific Department needs, responds to all calls on designated bail phone between 5:00 p.m. and 9:00 a.m. Monday through Friday and twenty four hours a day Saturday and Sunday and Holidays;
6. Ensures procedures are in place for proper preparation and trying of trial cases;
7. Prepares cases for Staff and Grand Jury presentation, by obtaining all required information related to the prosecution of criminal cases;
8. Assists in presenting cases to Grand Jury, and under supervision, drafts indictment and all attendant paperwork following the completion of a Grand Jury presentation;
9. Assists the trial attorney in the preparation of cases for trial after indictment by responding to motions, preparing for hearings, evaluating case, plea-bargaining and discussing case with Bureau Chief, Chief Assistant and District Attorney as necessary;
10. Supports the trial assistant in the preparation for trial by researching points of law and rules of evidence, to assist in the development of trial strategy;
11. Facilitates post judgement motions, in order to be able to prepare response and brief and arguing motion in local criminal court, superior court, and federal court as necessary;
12. Assists with appeals to aide in arguing appeals in the Appellate Courts;
13. Attends meetings and court as required;
14. Assists the District Attorney's Office in carrying out all operations of the department;
15. Responds to telephone calls from citizens, county agencies, and law enforcement agencies as necessary;

ASSISTANT DISTRICT ATTORNEY *(continued)*

TYPICAL WORK ACTIVITIES: *(continued)*

- 16. Responds Freedom of Information Law (F.O.I.L.) requests as necessary;
- 17. Handles “Officer of the Day” duties on assigned day of the week.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Knowledge of criminal law, applicable regulations and court proceedings;
Ability to interpret and work with New York State Penal Law and Federal Criminal Code to serve the public in legal matters;
Ability to prepare and maintain high levels of confidential information;
Ability to act logically and analyze information in high pressure situations;
Ability to communicate well with others orally and in writing;
Ability to establish and maintain effective working and interpersonal relationships;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

RECOMMENDED MINIMUM QUALIFICATIONS:

Admission to the New York State Bar.
Candidate must possess a valid New York State Driver License at the time of appointment and to maintain position.

ADOPTED: 08/14/17
REVISED: 06/24/22