

ASSISTANT DISTRICT ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the District Attorney, an incumbent of this class is responsible for prosecuting criminal felony cases in the Superior Court of Westchester County. This position organizes, examines, and coordinates materials and efforts from presentation of initial post-indictment arraignment through final disposition of criminal cases. This is an appointed position in which incumbents serve at the pleasure of the District Attorney. Supervision is not usually a responsibility of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Investigates, prepares and prosecutes cases in the Superior or Local criminal courts;

Investigates criminal incidents at the request of local police agencies by interviewing witnesses and consulting experts to determine the prosecutorial value and disposition of criminal cases;

Assists in conducting Grand Jury investigations and inquiries and presents criminal actions to the Grand Jury;

Researches and examines the relevant law in each case to prepare the prosecution's position on legal issues and to prepare written arguments in the form of legal memoranda to the court;

Advises and counsels both civilian and police witnesses in preparation for trial or pre-trial hearings;

Coordinates and monitors the availability of necessary witnesses and evidence to ensure that each case will be ready to proceed to trial upon twenty-four hour notice;

Represents the District Attorney at plea negotiations and trial conferences and at routine calendar appearances to negotiate fair and equitable disposition of cases;

Confers with local and out-of-state agencies such as the police and the FBI as necessary; coordinates efforts to gather needed evidence and documentation;

Receives, evaluates, investigates and prosecutes complaints from the general public;

Works with informants on cases by instructing, directing and supervising the informant's activity to secure indictments and ultimate convictions;

Represents the department by giving lectures or speeches to civic and social groups;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of criminal law and procedure; good knowledge of modern investigatory techniques and methods of crime detection; ability to speak and write effectively and present clear and logical legal arguments; ability to understand and execute complex oral and/or written instructions; ability to maintain effective working relationships; ability to establish sense of trust and confidence; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; tact; good judgment; personal and professional integrity; neat appearance; physical condition commensurate with the demands of the position.

DESIRED TRAINING AND EXPERIENCE: Must be a currently registered attorney with the NYS Office of Court Administration and two years of experience in civil and criminal practice.

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.

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J.C.: Exempt†
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Job Class Code: A0002
Job Group: II