

## CHIEF OF BUREAU - DISTRICT ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the District Attorney and direct supervision of Chief of Division, the incumbent is responsible for the direction, coordination and administration of a 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 related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Directs, coordinates and administers the processing of cases in area of assignment, the preparing of statistical reports on the status of litigation, and performs record keeping duties in connection with various cases;

Interviews, trains and supervises personnel in assigned bureau or division, evaluates performances and monitors the overall progress of subordinates on a frequent basis;

Supervises and directs the prosecution of criminal cases in Westchester County and various municipalities to ensure the fair and expeditious administration of the law;

Exercises discretion with regards to the method in which cases are prosecuted and to alternative pre-trial disposition (e.g., plea before trial);

Authors, reviews, edits or critiques material on complex and sensitive issues and cases (e.g., appellate briefs);

Acts as a liaison to the Appellate Courts, public agencies and Collateral County Programs (e.g., Community Service Probation, Pre-Trial and Arbitration Mediation), as required;

Evaluates and screens cases (e.g., felony cases) in assigned area to determine appropriate action;

Coordinates and supervises events of the office, plea negotiation and criminal disposition of criminal cases;

Interprets decisions from the Appellate Division, for example, and decides which cases must be disseminated among staff attorneys;

Represents people of the State of New York as a trial counsel in the prosecution of defendants charged with felony cases, utilizing legal training and courtroom techniques to effectively prosecute and secure convictions;

Manages the daily operation of assigned bureau including the monitoring of transactions for each case to effectively use the resources of the office;

Reviews correspondence in the bureau or division, in addition to all pre-trial motions/violations of sentences, and responds to inquiries from general public;

Directs and coordinates investigations into organized or syndicated crime and cooperates with other law enforcement agencies;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Provides professional expertise in assisting local police departments and local public officials in a community relations capacity by delivering speeches, facilitating meetings with local interest groups, the academia, and civil or merchant associations;

Coordinates the steady flow of trial cases or activities on the trial and hearing calendars of County Court, the scheduling of all adversarial proceedings, and the assignment of cases to the appropriate Assistant District Attorney;

Directs and coordinates all Grand Jury investigations and the presentation of cases to the Grand Jury, the prosecution of all criminal cases in the County and Local Courts, the processing of all appeals in the State and Federal Courts, and investigations into commercial or consumer fraud;

Directs the release of information to the press, media and general public;

Assists in the formulation of policy in relation to assigned bureau or division;

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: Thorough knowledge of criminal law and procedure; thorough knowledge of modern investigative techniques and scientific methods of crime detection; thorough knowledge of the methodology used in case preparation and presentation; ability to organize, plan, direct and coordinate the work of others; ability to speak and write effectively and present clear and logical arguments; ability to understand, issue and execute complex written and/or oral instructions; ability to communicate effectively with others even in the face of adversity; ability to work overtime if required to complete a case; 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; tactfulness; good judgment; personal and professional integrity; 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 (A) four years of experience in the District Attorney's Office of Westchester County immediately preceding the date of promotion; or (B) a satisfactory equivalent combination of training and experience.

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.

West. Co.  
J. C.: Exempt†  
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Job Class Code: A0005  
Job Group: Flat Rate