

CHIEF OF DIVISION - DISTRICT ATTORNEY (SUPERIOR COURT DIVISION)

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of the Chief Assistant District Attorney, an incumbent in this position is responsible for prosecution of all criminal indictments in the Superior Courts, administering, directing and coordinating the operation of the Pleadings Bureau, General Trial Bureau and the Narcotic and Major Offense Trial Bureau. Supervises a small number of Bureau Chiefs and Deputy Bureau Chiefs, a number of Assistant District Attorneys, supporting clerical personnel, and Criminal Investigators as assigned. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Coordinates, supervises and assigns the duties of the three Bureau Chiefs;

Coordinates and supervises the prosecution of all indictments under the jurisdiction of the Superior Courts;

Coordinates and supervises the administration of all daily Superior Court pleadings and trial calendars;

Assigns major cases and supervises the assignment of all cases for trial;

Deals on a direct basis with the Administrative Judge of the Ninth Judicial District, the Administrative Judge of the County Court and other Judges concerning the operation of all Criminal Parts of Superior Court;

Acts as the principal representative of the District Attorney in coordinating with all County level agencies dealing with the administration of Superior Courts, including Data Processing Department, Calendar Clerk, Sheriff's Department, Commissioner of Jurors and Probation;

Assists District Attorney in the formulation of Superior Court Division and general office policy;

Evaluates cases for plea negotiation purposes;

Reviews weekly performance reports concerning each Division Assistant;

Assigns, supervises and reviews compliance with decisions of the Courts;

Periodically observes and evaluates trial performances of each Division Assistant;

Prepares and/or submits to the District Attorney the following monthly statistical reports; (a) Superior Court Division; (b) General Trial Bureau; (c) Narcotic and Major Offense Trial Bureau; (d) Assistant District Attorney Individual Performances; (e) Summary of Notable Court Activities;

EXAMPLES OF WORK: (continued):

Directs and supervises further investigation, when necessary, concerning preparation of indictments for trial;

Acts as technical advisor to the Records Office and the Calendar Clerk's Office concerning processing of Court Calendars, record keeping and related matters;

Coordinates and supervises submission of statistical reports for every criminal indictment disposition to the Division of Criminal Justice;

Supervises submission of retention orders concerning defendants incarcerated in institutions under the jurisdiction of the Department of Mental Hygiene;

Supervises obtaining of orders returning incarcerated defendants to Westchester, from other institutions;

Reviews and schedules personal leave and vacation periods of all Division personnel;

Approves all claims for reimbursable expenses incurred by Division personnel;

Supervises and participates in training seminars for Division personnel and other assistants;

When necessary, engages in the trial of major criminal cases;

Supervises and approves the selection of experts, including interpreters, required for assistance and as witnesses in the trial of indictments;

Assists in the evaluation of legal written materials considered for inclusion in the office library;

Principal representative of District Attorney for development, testing, and operating of District Attorney - Superior Court Computer System.

REQUIRED KNOWLEDGES, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of criminal law and procedure; thorough knowledge of modern investigating methods of crime detection; thorough knowledge of the methodology of case preparation and presentation; thorough knowledge of the operation of the criminal justice system at judicial, administrative and managerial levels; skill in the trial of a criminal case; ability to organize, plan, direct and evaluate subordinate supervisors and professional; ability to speak and write effectively and to present clear and logical legal answers; ability to understand, issue and execute complex written and oral instructions; ability to work cooperatively with others; ability to train, teach and coach others in the performance of professional level responsibilities; tact; good judgment; professional and personal integrity; good physical condition.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a law school of recognized standing with an LL.B. or J. D. Degree* and eight years of experience in the District Attorney's Office of Westchester County at least four of which are in a supervisory capacity including at least two years as a Chief of Bureau.

SPECIAL REQUIREMENT: Admission to the Bar of the State of New York.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution