

DEPUTY CHIEF OF BUREAU - DISTRICT ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the District Attorney and the direct supervision of the Chief of Bureau, an incumbent of this position is responsible for the operation of one of the bureau sections of the District Attorney's Office. Supervision may be exercised over a small number of Assistant District Attorneys on a regular or an assigned basis. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises the operation of one of the bureau sections of the District Attorney's Office;

Prepares, controls and administers the daily criminal court calendars in the Superior or Local Criminal Courts;

Supervises the handling of motions, writs and all types of criminal applications in all courts of this State;

Supervises the processing of youthful offender proceedings;

Supervises the prosecution of all criminal matters in the Superior or Local Criminal courts located in the County;

Conducts grand jury investigations and inquiries and presents criminal actions to the Grand Jury;

Supervises the receipt, evaluation, investigation and prosecution of all complaints by the general public;

Tries criminal cases under the jurisdiction of the Superior or Local Criminal Courts of Westchester County;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email 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; good knowledge of the procedures and techniques used in the preparation and presentation of criminal cases; ability to plan, direct and coordinate the work of others; ability to speak and write effectively and to present clear and logical legal arguments; ability to understand, issue and execute complex written and/or oral instructions; ability to get along with others; ability to use computer applications such as spreadsheets, word processing, calendar, email 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 possess three years of experience in the District Attorney's Office of Westchester County immediately preceding the date of promotion.

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† (30)
PAR3 1

Job Class Code: A0004
Job Group: Flat Rate