

## DEPUTY DISTRICT ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: This is an appointed position, under the general supervision of the District Attorney and the direct supervision of the First Deputy District Attorney. An incumbent in this class administers and directs the daily operations of the Superior Court Trial Division (SCTD), whose major function is the disposition of felony criminal cases prosecuted by indictment or Superior Court Information in Westchester County. The incumbent is also responsible for the trial of major criminal cases occurring in Westchester County. Supervision is exercised over a number of professional, investigative and support staff. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Administers, directs and supervises six bureaus within the Superior Court Trial Division to insure that the goals and objectives of each bureau are achieved;

Makes recommendations to supervisor regarding individual trial assignments of homicide, felony sexual assault and other criminal cases;

Prosecutes major, high profile felony criminal cases;

Insures that all cases are handled by Assistant District Attorneys in a professional, impartial and expeditious manner;

Collects, collates and periodically reports on statistical data regarding the disposition of felony criminal cases prosecuted by indictment or Superior Court Information;

Manages and supervises a Victim Witness Unit and related support staff; Organizes and conducts lectures, seminars and training sessions at the site to articulate to others phases involved in the preparation and trial of criminal cases;

Observes and critiques the courtroom activities of the various members of the Superior Court Trial Division;

Evaluates the performance of attorneys assigned to the Superior Court Trial Division to make recommendations to the First Deputy District Attorney regarding personnel issues (e.g., promoting, retaining, transferring or dismissing an employee);

Monitors and reviews trial procedures in Westchester County to insure that those procedures are performed; uniform and efficient manner;

Assists in the formulation and implementation of policies, procedures and guidelines necessary for the efficient operation of the department;

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

Assists in the selection, training, and development of Assistant District Attorneys and division support staff.

Uses computer applications and 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: Thorough knowledge of criminal law and procedure; thorough knowledge of the modern investigator techniques and methods of crime detection; thorough knowledge of the methodology of 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 see a project through to its satisfactory completion, even if this may require working past the normal 35 hour work week; ability to get along with others; ability to effectively use computer applications such as spreadsheets, word processing, calendar, email and database software; tact; good judgement, personal and professional integrity; neat appearance; physical condition commensurate with the demands of the position.

DESIRABLE TRAINING AND EXPERIENCE: Graduation from a law school of recognized standing with an LL.B Degree\* or J.D. Degree\* and (a) five years of experience in the District Attorney's Office of Westchester County immediately preceding the date of promotion; or (b) eight years of experience in private practice, four years of which dealt primarily with criminal law, or (c) a satisfactory equivalent combination of training and experience as defined under (a) and (b).

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

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