

## EXECUTIVE ASSISTANT - DISTRICT ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: This is an appointed position, under the general supervision of the District Attorney, responsible for managing the non-trial affairs of the department, including all administrative matters, the investigatory staff and miscellaneous special projects. This is distinguished from the Chief Assistant District Attorney whose responsibilities center on the preparation and presentation of cases to several courts and the First Assistant District Attorney whose responsibilities are with the Organized Crime Division. In addition to the above regular responsibilities, this position has been designated Acting District Attorney in the event of absence or vacancy in the position. Full supervision is exercised over a number of clerical and administrative assistants and partial supervision over a number of assistant district attorneys. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Directs the preparation of office and staff services for the trial staff;

Directs the investigatory staff in programming and activities;

Directs the handling of complaints and information;

Supervises the preparation and control of the department's budget;

Supervises the issuance and service of subpoenas for witnesses before the grand jury;

Supervises the handling of all extradition proceedings and rendition proceedings;

Supervises and assists in the preparation of statistics and reports including the annual report to the District Attorney's office;

Assists in the formulation of departmental policy;

Prepares duty roster for Assistant District Attorneys and Investigators and supervises the dissemination of the roster to all law enforcement agencies in the county;

Passes on applications for bail and approves financial responsibility of bail bondsmen;

Acts in behalf of the District Attorney in the absence of the District Attorney;

Lectures to and addresses social and civic groups and instructs at law enforcement schools and seminars.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of criminal law and procedure; thorough knowledge of modern investigatory 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 legal arguments; ability to understand, issue and execute complex written and/or oral instructions; ability to get along with others; tact; good judgment; personal and professional integrity; neat appearance; good physical condition.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a law school of recognized standing with an LL.B. Degree\* and either: (a) six years of experience in the District Attorney's office of Westchester County immediately proceeding the date of promotion; or (b) eleven years of experience in private practice, six years of which dealt primarily with criminal law; or (c) a satisfactory equivalent combination of training and experience.

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