

## JUNIOR ASSISTANT DISTRICT ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the District Attorney and the direct supervision of a higher ranking assistant, the incumbent performs legal research and assists in the investigation of complaints and the preparation and prosecution of criminal cases in Local Criminal and Superior Courts. This is an appointed position. Supervision is not usually a responsibility of this position.

### EXAMPLES OF WORK: (Illustrative Only)

Assists in trying criminal matters in the Local Criminal and Superior Courts located throughout the county;

Assists in gathering and preserving evidence for presentation to trial courts and the Grand Jury, and issues and serves subpoenas for witnesses before the Grand Jury and trial courts;

Assists in the conducting of Grand Jury investigations and inquiries;

Receives, evaluates, investigates and prosecutes complaints from the general public;

Assists in investigations against gambling, narcotics, vice, etc.;

Assists the District Attorney and his staff with the work of the department as directed;

Does legal research;

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: Good knowledge of criminal law and procedure; familiarity with modern investigatory techniques and methods of crime detection; ability to speak and write effectively and to present clear and logical legal arguments; ability to understand and execute complex written and/or oral instructions; ability to get along with others; 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; 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.

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†  
PAR3 1

Job Class Code: A0001  
Job Group: Flat Rate