

SECOND 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 is responsible for the direction, coordination and administration of an office division and for the investigation, preparation and prosecution of all crimes and offenses committed or triable in Westchester County that are the designate responsibility of the Division. Supervision is exercised over a number of the professional staff and investigative staff on a regular or assigned basis.

EXAMPLES OF WORK: (Illustrative Only)

Supervises the prosecution of all felonies and indictable misdemeanors;

Supervises the prosecution of all criminal cases under the jurisdiction of the County Court;

Evaluates cases for plea negotiation purposes;

Supervises the administration of the daily criminal Court Calendars in County Court;

Observes and evaluates trial performance of Assistant District Attorneys;

Supervises the reception, evaluation, investigation and prosecution of complaints from the general public;

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

Supervises the continuing investigations with organized and syndicated crime and cooperates with other law enforcement agencies;

Reviews and schedules personal leave and vacation time of all personnel;

Approves all claims for reimbursable expenses incurred by personnel;

Supervises the investigation into commercial frauds, rackets, gambling, narcotic, vice and other crime;

Supervises training seminars for personnel and other assistants;

Supervises the selection of specialists and technical experts required for advice and assistance in criminal investigations and prosecutions;

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

Assists in the formulation of office policy;

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

EXAMPLES OF WORK: (Con't)

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

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: 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; 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 and (a) five years of experience in the District Attorney's office of Westchester County immediately preceding the date of promotion; or (b) ten years of experience in private practice, five years of which dealt primarily with criminal law, or (c) an equivalent combination of training and experience as defined by the limits of (a) and (b).

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: A0007
Job Group: Flat Rate