

ASSISTANT DISTRICT ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: This is professional and legal work of a complex nature involving the responsibility for representing the people in criminal court cases and in the performance of other legal work. General supervision is received from the District Attorney and/or a higher-level Assistant District Attorney. The work requires the incumbent to be on call at night and on weekends. Does related work as required.

TYPICAL WORK ACTIVITIES:

Confers with police personnel, judges, defendants, attorneys and interviews witnesses;
Represents the people in the trial of criminal cases;
Researches points of law and prepares briefs;
Argues cases and appeals;
Presents cases to the Grand Jury;
Hears and investigates complaints.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of criminal law and court procedures; ability to perform legal research and prepares written documents (e.g. briefs); ability to express arguments of the law by written and spoken word; ability to deal effectively with people.

MINIMUM QUALIFICATIONS: Possession of a license to practice law in the State of New York or formal approval under the Rules of the Court of Appeals, Part 520.9 (e) (3), to practice law in New York State. Approval under the latter is for an 18-month period only.

NOTE: Must provide a current certificate of good standing.

SPECIAL REQUIREMENT: License to practice law in the State of New York must be maintained throughout the course of employment in this title.