

## **CHIEF ASSISTANT DISTRICT ATTORNEY**

**DISTINGUISHING FEATURES OF THE CLASS:** This is professional, legal and trial work of a complex nature involving responsibility for representing the people in criminal court cases and assisting in the administration of the District Attorney's office. The work is performed under the general supervision of the District Attorney. Supervision is exercised over legal, investigative and clerical personnel. This work requires the incumbent to be on call at nights and on weekends. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

May assist in the conduct of investigations;  
Prepares and presents criminal cases to Grand Juries, county, town and village courts;  
Confers with police personnel, judges, defendants, attorneys and interviews witnesses;  
Performs a variety of administrative duties;  
Researches points of law and prepares briefs;  
Represents the District Attorney's office at conferences, meetings, etc.;  
Acts as head of the department in the District Attorney's absence.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of criminal law and court procedures; good knowledge of law office administration; ability to express arguments of the law by written and spoken word; ability to deal effectively with people.

**MINIMUM QUALIFICATIONS:** Qualifications determined by the appointing authority.

**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.