

DISTRICT ATTORNEY

GENERAL STATEMENT OF DUTIES: Performs for the County and the State, as prescribed by law, professional legal and trial work pertaining to crimes and offenses of a criminal nature; does additional and related work as prescribed by law and directed by the County Legislature.

DISTINGUISHING FEATURES OF THE CLASS: This is professional legal work of a complex nature which involves the responsibility for representing the County and the State in the investigation and prosecution of criminal actions which have occurred within the County, and performing related legal work. The work is performed in accordance with Section 700 of the County Law, Article 20 of the Uniform Justice Court Act, and relevant sections of the Code of Criminal Procedure, other New York State laws, County Law and local law.

TYPICAL WORK ACTIVITIES:

Represents the people in all criminal trials and proceedings in the County and Supreme Courts;

Represents the people in all cases which are appealed to a higher court;

Conducts investigations of alleged criminal actions within the County;

Presents evidence of crime to the Grand Jury;

Represents the people in all criminal cases heard before Village and Town Justices

Maintains a written record of all indictments pending in the courts of the County and maintains past court records to deliver to his successor;

Makes an annual report to the County Legislature concerning funds and property seized and confiscated and placed under the trusteeship of the County Treasurer;

Makes monthly reports to the State Correction Department concerning actions taken and cases pending, and reports to the Judicial Conference annually concerning the number of actions taken and cases pending;

May appoint one or more Assistant District Attorneys to be under his direct supervision, upon authorization from the Legislature.

MINIMUM QUALIFICATIONS: This is an elective position for a term of office of four (4) years.