

EXECUTIVE ASSISTANT DISTRICT ATTORNEY (NARCOTICS)

DISTINGUISHING FEATURES OF THE CLASS: This is specialized professional and legal work involving responsibility for supervising the prosecution of all narcotics related cases in Rockland County as well as performing a variety of legal, supervisory and administrative duties assigned by the District Attorney. The work is distinguished from that of a Supervising Assistant District Attorney in the complexity of work, administrative responsibilities, and independent judgment. Supervision is exercised over legal, investigative and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Prepares and presents narcotics and related criminal cases to Grand Juries, County, town and village courts;
Confers with police personnel, judges, defendants, attorney's and interviews witnesses;
Performs a variety of legal, supervisory and administrative duties assigned by the District Attorney;
Researches points of law and prepares briefs;
Represents the District Attorney's Office at conferences, meetings, etc.;
Provides professional expertise to staff concerning narcotics prosecutions in the local criminal courts and County Court as well as other related legal matters;
May assist in the conduct of investigations.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of narcotics prosecutions; thorough knowledge of criminal law and court procedures; thorough knowledge of the methodology of case preparation and presentation; good knowledge of law office administration; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative relations with others; ability to organize, plan and coordinate the work of others; ability to present clear and effective complex legal arguments.

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.

R.C.D.P. (05.22.2019) 02.18.2020
Exempt