

EXECUTIVE ASSISTANT DISTRICT ATTORNEY
(SPECIAL PROGRAMS/INVESTIGATIONS)

DISTINGUISHING FEATURES OF THE CLASS: This is professional legal work of a complex nature which involves a responsibility for representing the people in criminal court cases and performing a variety of legal, supervisory and administrative duties assigned by the District Attorney. The work is distinguished from the other Executive Assistant in the District Attorney's Office in that this position is responsible for supervising criminal investigations and for the supervision and administration of various special programs such as the Target Crime Initiative (T.C.I.) Program. The work is performed under the general supervision of the District Attorney, and the incumbent of this position may act as head of the office in the District Attorney's absence. Supervision is exercised over legal, investigative and clerical personnel. The work requires the incumbent to be on call at night and on weekends. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees the preparation and administration of the annual budget for the T.C.I. Program;
Participates in and supervises all major offense prosecutions which includes Grand Jury presentations, preliminary hearings and trials, etc.;

Supervises the daily operation of criminal investigations into organized crime, white collar crimes, fraud and other investigations conducted by the office by making assignments, reviewing information gathered, etc.;

Participates in all phases of the criminal prosecutions emanating from the investigations;
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.;

Gives staff advice concerning legal matters.

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 supervise the work of others; 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.