

EXECUTIVE ASSISTANT DISTRICT ATTORNEY*

DISTINGUISHING FEATURES OF THE CLASS: This is professional and legal work involving 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 that of a Supervising Assistant District Attorney in the complexity of the work, administrative responsibilities, and independent judgment. 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 staff. This work requires the incumbent to be on call at nights and on weekends. Does related work as required.

TYPICAL WORK ACTIVITIES:

Prepares and presents 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.;
Acts as administrative department head in the District Attorney's absence;
Provides professional expertise to staff concerning legal matters;
May assist in the conduct of investigations.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

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.

*The titles of Executive Assistant District Attorney (Special Programs/Investigations) and Executive Assistant District Attorney (Narcotics) have been retitled.

R.C.D.P. (02.18.2020) 09.30.2020
Exempt