

## **FIRST ASSISTANT DISTRICT ATTORNEY**

**DISTINGUISHING FEATURES OF THE CLASS:** This is professional legal work of a complex nature which involves a responsibility for representing the people in the most serious felony criminal court cases. In addition, the incumbent of the position provides supervision over a substantial number of Senior Assistant District Attorneys and Assistant District Attorneys in the handling, assignment, preparation and trial of other felony cases in County Court. The work is performed under the general supervision of the District Attorney and/or Chief Assistant District Attorney. The work requires the incumbent to be on call at night and on weekends. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Oversees the assignment, preparation and trial of felony cases in County Court;  
Prepares for and acts as trial attorney in the most serious and complex felony trials;  
Performs other legal, supervisory and/or administrative duties as assigned by the District Attorney and/or Chief Assistant District Attorney;  
Researches points of law and prepares briefs;  
Represents the District Attorney's Office at conferences, meetings, etc.;  
Prepares reports as may be required, some of a legal nature;  
Provides legal advice and opinions as may be appropriate.

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

Thorough knowledge of criminal law and court procedures, especially as related to felony charges and trials; 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.

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