

SENIOR ASSISTANT DISTRICT ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: This is professional and legal work of a complex nature involving responsibility for representing the people in criminal court cases and in the performance of other legal work. General supervision is received from the District Attorney and supervision may be exercised over professional, technical and clerical employees. The work requires the incumbent to be on call at nights and on weekends. Does related work as required.

TYPICAL WORK ACTIVITIES:

Represents the people in opposition to Motions, Writs of Habeas Corpus, Writs of Error Corum Nobis and various Appeals;

Prepares documents in compliance with court orders;

Confers with police personnel, judges, defendants, attorneys and interviews witnesses;

Researches points of law and prepares briefs;

Hears and investigates complaints;

May render opinions to law enforcement officials and instruct at police training schools.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of criminal law and court procedures; ability to express arguments of the law by written and spoken word; 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.