

SUPERVISING ASSISTANT DISTRICT ATTORNEY (GROUP OF CLASSES)

DISTINGUISHING FEATURES OF THE CLASS: This is complex professional legal work involving responsibility for representing the People of the State of New York in criminal court work and for the day-to-day oversight of the processing of cases in the District Attorney's Office. The specific duties will depend on area of assignment (e.g. narcotics, appeals, legal training). The work is performed under the direction of the District Attorney and supervision is provided to professional, technical and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees and participates in the prosecution of criminal cases in Rockland County;
Evaluates and screens cases in assigned area to determine appropriate action;
Supervises attorneys in the prosecution of criminal cases and appellate matters;
Trains staff on Federal and State statutory and case law regarding criminal procedure and penal law;
Supervises in-service training lecture series, including the development and design of training materials;
Coordinates office objectives related to specific areas of prosecution (e.g. narcotics, appeals);
Participates in meetings and conferences between the District Attorney's office and other Law enforcement agencies;
Advises and assists legal staff in the handling of their assigned cases;
Prepares case status and statistical reports, as required.

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; thorough knowledge of methods of crime detection; ability to organize, plan and coordinate the work of others; ability to communicate effectively, both orally and in writing, and present clear and logical legal arguments; ability to establish cooperative relations with others; ability to understand, issue and carry out complex written and/or oral instructions.

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.