

SENIOR ASSISTANT DISTRICT ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position that assists in the prosecution of all cases of criminal violations of law in the County. The work involves responsibility for participating in the investigation, preparation, and presentation in court of difficult or complicated felony cases. The work is performed under the general supervision of the District Attorney. Does related work as required.

TYPICAL WORK ACTIVITIES:

Manages assigned cases on intake by examining case file, including complaint and report form, and determining facts versus legal issues;

Works with law enforcement agencies by rendering legal advice, assisting in investigation, coordinating activities on particular cases and preparing search warrants;

Responds to scenes of serious physical injury accidents;

Works with local criminal courts by handling violations and misdemeanors, rendering legal advice to magistrates, preparing for preliminary felony hearings and making bail recommendations;

Prepares cases for Grand Jury presentment, including marshalling and evaluating evidence, statements, photographs, sketches and reports (including scientific tests);

Researches law to determine legal requirements versus evidence;

Secures indictment, prosecutors information or finding of dismissal from Grand Jury;

After indictment prepares cases for trial by responding to motions, preparing for hearings, evaluating case, plea-bargaining and discuss case with District Attorney;

Prepares for trial by researching points of law and rules of evidence, preparing trial file of evidence, checks on prospective jurors, checks on changes by judge and develops trial strategy;

Tries cases, including jury selection, presentment of cases, preparing opening statements and preparing closing summations;

Handles post judgement motions, including receiving motions to vacate judgement, preparing response and brief and arguing motion in superior court;

Handles appeals by preparing brief, appendix and trial record, preparing response to defendants brief, arguing appeal in Appellate Division and seeking permission to Court of Appeals if not a matter of right;

Instructs at Police Training Academy;

Responds to telephone calls from citizens, agencies and law enforcement agencies;

Researches new law and prepares memorandum.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of criminal law and court proceedings;
Ability to interpret and work with New York State and Federal criminal code;
Ability to communicate clearly and concisely both orally and in writing;
Ability to reason quickly and logically in stressful situations;
Ability to analyze and organize effectively;
Ability to establish and maintain good interpersonal working relations;
Ability to make logical, on the spot decisions regarding office policy;
Ability to maintain high levels of confidentiality on controversial cases;
Willingness to be available on a 24 hour basis to the District Attorney, law enforcement agencies and local magistrates;
Integrity;
Excellent judgement;
Physical condition commensurate with the demands of the position.

SUGGESTED MINIMUM QUALIFICATIONS: Admission to the Bar in New York State and two years of experience in the practice of law.

SPECIAL REQUIREMENT: Incumbents in this position are required by the County Legislature to reside within the County of Broome, OR an adjoining county (TIOGA, CORTLAND, DELAWARE OR CHENANGO) at all times during their employment in the title.

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 Revised 10/26/21
Exempt for 4 positions