

CHIEF ASSISTANT DISTRICT ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: This is professional legal work involving the responsibility for prosecution of all cases of criminal violations of law in the county. The work involves investigation, preparation and presentation in court of difficult or complicated felony cases. In addition to prosecution, an employee in this class researches and orally defends appellate briefs. Work is performed in accordance with guidelines provided by law. Supervision, either general or direct, may be exercised over subordinate personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assumes full responsibility for acting as District Attorney in the absence of the District Attorney;
Supervises, schedules and reviews the work of subordinate employees;
Prepares cases for trial, prepares briefs, secures evidence and conducts investigations;
Presents evidence before the Grand Jury resulting from legal research, drafting of indictments and preparation of witnesses;
Assists police agencies with legal advice, drafting search warrants and obtaining court orders;
Researches and writes appellate briefs and presents oral arguments before the Appellate Division of the Supreme Court;
May make presentations on criminal law to schools, organizations or groups;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of criminal law and practice in New York State;
Thorough knowledge of judicial procedures and rules of evidence;
Skill in analyzing, appraising and organizing facts, evidence and precedents concerned in cases;
Skill in preparing briefs;
Ability to supervise the work of others;
Ability to communicate effectively both orally and in writing;
Ability to express arguments of law both clearly and concisely;
Ability to maintain satisfactory relationships with other County officials, police agencies, attorneys, and the public;
Good judgement;
Physical condition commensurate with the demands of the position.

SUGGESTED MINIMUM QUALIFICATIONS:

Duly admitted to the New York State Bar and licensed to practice as an attorney in the State of New York and three 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 10/12/21

