



DUTCHESS COUNTY  
CLASS SPECIFICATION

ASSISTANT DISTRICT  
ATTORNEY II

DATE ADOPTED: 1/1/2026

LAST REVISION:

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**DISTINGUISHING FEATURES OF THE CLASS:**

This is a mid-level prosecutorial position that works under the direction of the District Attorney. The incumbent in this position will be responsible for handling assigned cases and addressing all legal issues therein. This position is responsible for handling any legal issues pertinent in the District Attorney's Office as presented by questions from the public or which arise in assigned cases. The incumbent is entrusted with managing more complex misdemeanor and felony cases independently, from prearrest investigation to trial. The role includes courtroom appearances, legal research, pre-trial preparation, and managing discovery under Criminal Procedure Law (CPL) Article 245 requirements. Work is performed under the general supervision of a higher level, more experienced attorney. Travel in the course of a workday may be required and assignments outside of normal working hours may be given.

**TYPICAL WORK ACTIVITIES:**

Typical work activities for incumbents in this title include those listed below in addition to those work activities performed by lower level support titles. They are indicative of the level and types of activities performed by incumbents in this title. They are not meant to be all inclusive and do not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Successfully attend and complete all ADA II training requirements as directed by the Unit Chief of the Training Unit;
2. Handles felony caseloads involving grand jury presentations, evidentiary hearings, and trials;
3. Assists law enforcement agencies with the preparation of search warrants, under the supervision of a senior attorney;
4. Performs officer of the day duties, including responding to and routing general inquiries from the public and law enforcement during normal business hours;
5. Makes independent charging decisions; negotiate case dispositions and sentencing recommendations;
6. Oversees interns and offer mentorship to Assistant District Attorney I prosecutors;
7. Appears regularly in court for motion practice, hearings, trials and status conferences;
8. Leads all aspects of discovery production and management in assigned cases;
9. Ensures compliance with CPL Article 245 through timely disclosures of digital and physical evidence, including but not limited to, forensic and expert reports;
10. Uses digital platforms (e.g., PCMS, DEMS, NICE, Axon, Brief Cam, Flock Safety, Shadow Dragon) to input, track, analyze and produce discovery packages for disclosure and prosecution of cases;
11. Drafts and files Certificates of Compliance (COC) and Statements of Readiness, and litigate any related defense motions;
12. Coordinates with law enforcement and third-party agencies to comply with discovery requirements;
13. Maintains detailed logs of discovery efforts for audit and supervisory review.



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**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:**

Working knowledge of the New York State Penal Law and CPL, especially Article 245, and practical discovery implementation;  
 Knowledge of criminal law, applicable regulations and court proceedings;  
 Skilled in using digital discovery platforms and evidence management systems;  
 Skilled in legal writing, organization, and time-management;  
 Ability to prepare and maintain high levels of confidential information;  
 Ability to act logically and analyze information in high pressure situations;  
 Ability to communicate well with others orally and in writing;  
 Ability to establish and maintain effective working and interpersonal relationships;  
 Personal characteristics necessary to perform the duties of the position;  
 Physical condition commensurate with the demands of the position.

**RECOMMENDED MINIMUM QUALIFICATIONS:**

Juris Doctorate and admission to the New York State Bar and two (2) years of experience handling criminal cases or commensurate work experience

Candidate must possess a valid New York State Driver License at the time of appointment and to maintain position.

**COUNTY USE ONLY:**

<b>BARGAINING UNIT: M/C</b>	<b>JURISDICTIONAL CLASSIFICATION: Exempt</b>
<b>GRADE: MF</b>	<b>FLSA Code: Exempt</b>
<b>REVISION HISTORY:</b>	