



DUTCHESS COUNTY
CLASS SPECIFICATION

ASSISTANT DISTRICT
ATTORNEY VI

DATE ADOPTED: 1/1/2026

LAST REVISION:

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DISTINGUISHING FEATURES OF THE CLASS:

This is a senior prosecutorial leader responsible for managing a specialized unit within the Dutchess County District Attorney's Office. Under the direction of the District Attorney, the incumbent oversees complex and sensitive investigations, supervises attorneys and support staff, and ensures rigorous compliance with ethical obligations and Criminal Procedure Law (CPL) Article 245 discovery obligations. Supervision is exercised over multiple attorneys and support staff. 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. Direct all prosecutorial functions within the unit, including the supervision of attorneys, investigators, and crime analysts;
2. Manage day to day staffing and compliance of Human Resources requirements;
3. Approve grand jury charging decisions, plea agreements, and sentencing recommendations in high-complexity or high-profile cases;
4. Lead major prosecutions that involve novel legal theories, forensic evidence, or significant public interest;
5. Conduct regular unit reviews in order to ensure best practices and office procedures and policies are complied with;
6. Establish and implement unit strategy in coordination with Assistant District Attorney V's leadership and external stakeholders such as law enforcement, regulatory agencies, and community partners;
7. Provide mentorship, conduct performance reviews, and support career development of unit members;
8. Supervise the discovery process in all unit cases to ensure compliance with CPL Article 245;
9. Oversee production and redaction of specialized evidence, such as digital communications, forensic analyses, or medical records;
10. Review and approve Certificates of Compliance (COC) and Statements of Readiness;
11. Maintain detailed discovery logs, audit trails, and internal tracking systems for complex litigation.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Comprehensive knowledge of multiple areas of New York Law and CPL Article 245 and its practical implementation in complex cases;

Knowledge of criminal law, applicable regulations and court proceedings;



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Skilled in a specialized prosecution area (e.g. financial crimes, narcotics gang-related cases, domestic violence, sex crimes, and other complex criminal matters);
 Skilled in the use of digital discovery platforms and evidence management systems;
 Skilled in superior courtroom advocacy and legal analysis;
 Skilled in using digital discovery platforms and evidence management systems;
 Skilled in leadership within high pressure, high-volume environments;
 Ability to manage multi-agency collaboration and media-sensitive cases;
 Ability to prepare and maintain high levels of confidential information;
 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, as well as ten (10) years of criminal trial experience, including first-chair jury trials, with at least three (3) years of supervisory or team leadership responsibility or significant leadership aptitude.

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

COUNTY USE ONLY:

BARGAINING UNIT: M/C	JURISDICTIONAL CLASSIFICATION: Exempt
GRADE: MI	FLSA Code: Exempt
REVISION HISTORY:	