



**DUTCHESS COUNTY  
CLASS SPECIFICATION**

**ASSISTANT DISTRICT  
ATTORNEY V**

DATE ADOPTED: 1/1/2026

LAST REVISION:

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**DISTINGUISHING FEATURES OF THE CLASS:**

This is a senior prosecutorial leadership role within the Dutchess County District Attorney's Office. Under the direction of the District Attorney, incumbents in this position oversee and manage the direction, coordination, and administration of all prosecutorial functions for a designated unit within the District Attorney's Office ensuring legal, strategic, and procedural standards are met across all cases. Supervision is exercised over a substantial number of professional and clerical employees. Responsible for related case work as acquired and assigned. 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. Manages attorneys, investigators, and support staff within the unit;
2. Reviews and approves charging decisions, case dispositions, and sentencing recommendations;
3. Sets unit priorities and assign cases in alignment with office-wide strategies;
4. Evaluates attorney performance and guide career development;
5. Represents the unit at inter-agency meetings;
6. Acts in the stead of the Assistant District Attorney VI when they are unavailable;
7. Oversees all unit discovery procedures and ensure compliance with Criminal Procedure Law (CPL) Article 245;
8. Resolves complex discovery issues and serve as final reviewer for high-risk disclosures;
9. Coordinates with state and local law enforcement to ensure system-wide best practices.

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

Comprehensive knowledge of New York Penal Law and CPL Article 245, and experience enforcing unit compliance;

Skilled in using digital discovery platforms and evidence management systems;

Knowledge of criminal law, applicable regulations and court proceedings;

Skilled in leadership, legal analysis, training, mentorship, and courtroom advocacy;

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.



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**RECOMMENDED MINIMUM QUALIFICATIONS:**

Juris Doctorate and admission to the New York State Bar, as well as eight (8) years of criminal trial experience, including first-chair jury trials, two (2) years of which included supervising attorneys and managing legal teams 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:**

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