

## **BUREAU CHIEF - DISTRICT ATTORNEY**

### **DISTINGUISHING FEATURES OF THE CLASS:**

Under the direct supervision of the Chief Assistants and overall supervision of the District Attorney, the incumbent in this position is responsible for the direction, coordination and administration of a specified bureau in the District Attorney's Office. 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:**

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude supervisor from assigning activities not listed which could be reasonably expected to be performed by an employee in this title.

1. Directs, coordinates and administers the assignment of cases within the Bureau;
2. Prepares statistical reports on the status of litigation, and performs record keeping duties in connection with the Bureau cases;
3. Supervises and provides direction to the prosecution of criminal cases in all applicable courts to ensure the fair and expeditious administration of justice;
4. Exercises direction with regard to the method in which assigned cases are prosecuted;
5. Involved in all aspects of investigations, including working directly with law enforcement as necessary;
6. Reviews all indictments and attendant paperwork;
7. Reviews and assists as necessary with all search warrant applications;
8. Evaluates and screens cases in Bureau to determine appropriate action and assignment;
9. Coordinates and supervises events of the Bureau, including plea negotiation and disposition of criminal cases;
10. Manages the daily operation of assigned Bureau, including the effective use of office resources.
11. Assigned to periodic, rotating ON CALL DUTY based on specific Department needs, responds to all calls on designated bail phone between 5:00 p.m. and 9:00 a.m. Monday through Friday and twenty four hours a day Saturday and Sunday and Holidays;
12. Ensures proper procedures are in place for proper preparation of trial ready cases;
13. Responds to crime scenes, prepares search warrants, and community outreach as necessary;
14. Prepares cases for staff and Grand Jury presentment by obtaining all required information related to the prosecution of criminal cases;
15. Drafts the indictment and all attendant paperwork following the completion of the Grand Jury presentation;
16. Prepares cases for trial after indictment by responding to motions, preparing for hearings, evaluating case, plea-bargaining and discussing case with Chief Assistant and District Attorney as necessary;
17. Prepares for trial by researching points of law and rules of evidence, to be able to assist and develop trial strategy;

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**TYPICAL WORK ACTIVITIES:** *(continued)*

18. Facilitates post-judgment motions, in order to be able to prepare response and brief and arguing motion in local criminal court, superior court and federal court as necessary.
19. Assists with appeals to aide in arguing appeal in the Appellate Courts and seeking permission to the Court of Appeals if not a matter of right;
20. Attends meetings and court as required;
21. Assists the District Attorney's Office in carrying out all operations of the department;
22. Instructs Police Training Academies as necessary;
23. Response to telephone calls from citizens, county agencies and law enforcement agencies as necessary.

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

Knowledge of criminal law, applicable regulations and court proceedings;  
Ability to interpret and work with New York State Penal Law and Federal Criminal Code to serve the public in legal matters;  
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:**

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

**SPECIAL REQUIREMENT:**

Assistant District Attorneys in this position are required by the County Law to reside within the County of Dutchess at all times during employment in this title.

ADOPTED: 08/14/17