



DUTCHESS COUNTY
CLASS SPECIFICATION

ASSISTANT DISTRICT
ATTORNEY I

DATE ADOPTED: 8/14/2017

LAST REVISION: 1/1/2026

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DISTINGUISHING FEATURES OF THE CLASS:

This is an entry level prosecutorial position that works under the direction of the District Attorney. The incumbent in this position will be responsible for handling assigned misdemeanor cases, assisting senior prosecutors on felony matters, 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 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:

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 a supervisor from assigning activities not listed which could be reasonably expected to be performed by an employee in this title.

1. Successfully attend and complete all ADA I training requirements as directed by the Unit Chief of the Training Unit;
2. Appears at arraignments, motion hearings, and pre-trial conferences;
3. Routine after hours on call responsibilities including, but not limited to, bail recommendations, consultations with law enforcement and judges;
4. Conducts factual and legal analysis of incoming misdemeanor cases;
5. Drafts and argues pre-trial motions; prepare supporting legal memoranda;
6. Interviews victims and witnesses; coordinate with law enforcement for case preparation;
7. Assists with felony investigations and case assessments under supervision;
8. Conducts trials and hearings under the supervision of a senior attorney;
9. Reviews and organizes materials subject to automatic discovery, including but not limited to body-worn camera footage, lab reports, and digital files;
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. Ensures timely redaction of sensitive material with supervisory guidance;
12. Monitors and track discovery deadlines; file Certificates of Compliance (COC) and Statements of Readiness with supervision.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of New York State Penal Law and CPL;
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;



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- Ability to work collaboratively in a fast-paced, high-volume environment;
- 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 Doctor from an accredited law school and 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.

COUNTY USE ONLY:

BARGAINING UNIT: M/C	JURISDICTIONAL CLASSIFICATION: Exempt
GRADE: ME	FLSA Code: Exempt
REVISION HISTORY: 6/24/22, 4/30/26 (FKA Assistant District Attorney)	