



**DUTCHESS COUNTY
CLASS SPECIFICATION**

**ASSISTANT DISTRICT
ATTORNEY III**

DATE ADOPTED: 1/1/2026

LAST REVISION:

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DISTINGUISHING FEATURES OF THE CLASS:

Under the direction of the District Attorney, this is a seasoned prosecutor position that prepares and prosecutes all cases assigned. The incumbent in this position will be given a higher volume of serious felony cases than those assigned to an Assistant District Attorney I (ADA I) or Assistant District Attorney II (ADA II). Although other higher-level employees are available for direction, consultation and advice, latitude is given for the exercise of independent judgment. This role involves leading the prosecution of serious felony cases and ensuring rigorous discovery compliance in complex or high-level investigations. Supervision or assistance may be exercised over a small number of Assistant District Attorney I and II on a regular or assigned basis. 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 III training requirements as directed by the Unit chief of the Training Unit;
2. Investigates and prosecutes violent felonies, financial crimes, dangerous drugs, gang related cases, domestic violence, sex crimes and other complex matters;
3. Assists law enforcement in the preparation, review and approval of search warrants;
4. Serves as lead attorney in felony pre-trial hearings and trials;
5. Provides strategic legal guidance to investigators and law enforcement personnel;
6. Prepares and presents cases to the Grand Jury and oversee indictment processes and draft all pleadings relating to the prosecution;
7. Effectively utilizes evidence processing technology to investigate and enhance prosecutions;
8. Supervises the discovery compliance efforts of ADA's I and II;
9. Conducts detailed reviews of voluminous evidence including video surveillance, forensic analyses, and confidential records;
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. Leads redaction protocols for sensitive material such as Criminal Informant (CI) identities, medical records, and psychiatric evaluations;
12. Prepares protective order applications;
13. Handles legal motions involving discovery violations and ensure all Certificate of Compliance (COC) filings are defensible.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of the New York State Penal Law and Criminal Procedure Law (CPL),



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especially Article 245, and practical discovery implementation ;
 Knowledge of criminal law, applicable regulations and court proceedings;
 Skilled in the use of digital discovery platforms and evidence management systems;
 Skilled in leadership, legal writing, and courtroom advocacy;
 Ability to manage multi-agency collaboration and media-sensitive cases;
 Ability to manage complex investigations and high-volume case dockets;
 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, as well as three (3) years of prosecutorial or criminal litigation experience 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:

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