

SENIOR ASSISTANT DISTRICT ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS:

Under the direction and supervision of a Bureau Chief, this is a senior position that prepares and prosecutes all cases assigned by the Bureau Chief. The incumbent in this position will be given a higher volume of felony cases than those assigned to an Assistant District Attorney. Although the Bureau Chief and other higher level employees are available for direction, consultation and advice, latitude is given for the exercise of independent judgment. Supervision or assistance may be exercised over a small number of Assistant District Attorneys 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:

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. Investigates, prepares and tries complex cases in the Local Courts;
2. Investigates, prepares and prosecutes felony cases in the Superior Courts of the County and to the Grand Jury, by obtaining all required information related to the prosecution of criminal cases;
3. Researches, prepares, presents and argues complex motions on all assigned cases;
4. Involved in all aspects of investigations including working directly with law enforcement as necessary;
5. Advises and provides assistance to Assistant District Attorneys as necessary;
6. 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;
7. Ensures proper procedures are in place for preparation and trying of trial cases;
8. Responds to crime scenes, prepares search warrants, and community outreach as necessary;
9. Drafts the indictment and all attendant paperwork following the completion of the Grand Jury presentation, and conducts trial of case as necessary;
10. Prepares cases for trial after indictment by responding to motions, preparing for hearings, evaluating case, plea-bargaining and discussing case with Bureau Chief, Chief Assistant and District Attorney as necessary;
11. Prepares for trial by researching points of law and rules of evidence, to be able to assist and develop trial strategy;
12. Facilitates post judgement 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;
13. 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;
14. Attends meetings and court as required;
15. Assists the District Attorney's Office in carrying out all operations of the department;
16. Instructs Police Training Academies as necessary;
17. Responds to telephone calls from citizens, county agencies, and law enforcement agencies as

necessary;

18. Responds to Freedom of Information Law (F.O.I.L.) requests 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.

ADOPTED: 8/14/17
REVISED: 6/24/22