



DUTCHESS COUNTY
CLASS SPECIFICATION

ASSISTANT DISTRICT
ATTORNEY IV

DATE ADOPTED: 1/1/2026

LAST REVISION:

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DISTINGUISHING FEATURES OF THE CLASS:

Under the direction of the District Attorney, the incumbent in this position is an experienced litigator responsible for complex, high-profile cases. 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. Successfully attend and complete all ADA IV training requirements as directed by the Unit Chief of the Training Unit;
2. Serves as lead trial attorney in high level felony cases including but not limited to cases involving homicides, organized crime, corruption, sex trafficking, and multi-defendant conspiracies;
3. Coordinates legal and investigative strategy with multiple law enforcement and task force entities;
4. Handles matters in both state and federal court as necessary;
5. Develops trial and jury selection strategies, witness preparation/examination, and summations;
6. Advises and provides guidance to lower level Assistant District Attorneys as necessary;
7. Supervises large-scale digital evidence production including social media data, phone records, forensic downloads, and surveillance videos;
8. Leads discovery in high-profile investigations, ensuring full compliance with Criminal Procedure Law (CPL) Article 245 requirements;
9. Trains support staff and ADAs on evidence/discovery platforms (e.g., PCMS, DEMS, NICE, Axon, Flock Safety, Shadow Dragon) and on the preparation and production of protective order applications;
10. Maintains rigorous documentation of all discovery compliance efforts.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of multiple areas of New York Law and CPL Article 245 and its practical implementation in complex cases;

Knowledge of criminal law, applicable regulations and court proceedings;

Skilled in the use of digital discovery platforms and evidence management systems;

Skilled in superior courtroom advocacy and legal analysis;

Ability to manage multi-agency collaboration and media-sensitive cases;

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.



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RECOMMENDED MINIMUM QUALIFICATIONS:

Juris Doctorate and admission to the New York State Bar, as well as seven (7) years of criminal trial experience, including first-chair jury trials, 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: MH	FLSA Code: Exempt
REVISION HISTORY:	