

**DEPARTMENT:** DISTRICT ATTORNEY  
**CLASSIFICATION:** UNCLASSIFIED  
**APPROVED:** \_\_\_\_\_

**DISTRICT ATTORNEY**

**DISTINGUISHING FEATURES OF THE CLASS:** Directs legal staff and conducts major prosecutions for crimes and offenses committed in Niagara County; does related work as required. Works within an established State legislative framework; receives supervision on fiscal and administrative matters from the Board of Supervisors. Exercises full supervision over a small number of Assistant District Attorneys and legal and clerical assistants.

**TYPICAL WORK ACTIVITIES:**

1. Conducts prosecutions in all courts for all crimes and offenses occurring within Niagara County and directs legal staff in conducting other prosecutions;
2. Presents major cases and investigations to the Grand Jury ;
3. Conducts all appeals to Appellate Division, Court of Appeals and higher courts;
4. Directs assistance in conducting all appeals from courts of lower jurisdiction to County Court;
5. Confers with other prosecuting officers, police and public officials regarding the investigation and prosecution of criminal offenses;
6. Gives final approval of all operating policies of the District Attorney's Department;
7. Appears publicly to make speeches to present work of District Attorney and to promote public good will.