

DEPARTMENT: DISTRICT ATTORNEY

CLASSIFICATION: EXEMPT

APPROVED: JULY 10, 2006

FLSA Status: Exempt/ Professional 1/4/2010

ASSISTANT DISTRICT ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: Performs legal work as assigned by the District Attorney in the indicting and prosecuting for crime within Niagara County. The complexity of cases and the independence of action increase with the seniority and experience of the incumbent. The incumbent works under the supervision of the District Attorney and higher-level Assistants who review work for conformance with law. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Prepares and prosecutes criminal cases as assigned by the District Attorney and presents cases to the Grand Jury;
2. Tries both jury and non-jury cases before municipal courts, the County Court and Courts of special sessions and assists the District Attorney in conducting trials in the County and Supreme Court. May be assigned to handle full felony-level case-loads, presenting matters to Grand Jury, and proceeding to trial with little supervision.
3. When assigned, assists the District Attorney and higher-level Assistants in conducting complex trials, violent felony trials, and homicide trials in the County and Supreme Court;
4. Conducts preliminary hearings and, when assigned, suppression hearings on felony cases;
5. Performs legal research and prepares briefs, affidavits, bail bonds and other legal documents, such as motions;
6. Receives and investigates public complaints and advises citizens on points of law and the status of cases;
7. Works with law enforcement officers in securing and verifying trial and presentation date, including the interviewing of witnesses; confers with police supervisors on law enforcement needs and policies; may participate and assist in the preparation and execution of search warrants; may participate in investigations involving advanced legal complexity; and participates and assists in raids on gambling establishments;
8. Confers with probation officers, the staff on the Attorney General's Office, and with all levels of law enforcement to help insure proper law enforcement throughout Niagara County;
9. Prepares and argues all appeals from lower courts to County Courts and courts of higher jurisdiction;
10. When assigned, may allocate and review the status of basic cases by junior Assistants;
11. When assigned to head a unit (such as Special Victims Unit), oversees investigation and prosecution related to that specialized area; collaborates with police agencies, health care professionals and private agencies; and participates in broad-based community coalitions to improve law enforcement response to special victim cases.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the principles and practices of criminal law applicable to state and federal criminal laws; good knowledge of criminal court procedures and of the rules of evidence; a high degree of skill in the preparation of briefs, affidavits, motions and other legal documents; skill in presentations defense before a jury; special ability to analyze, appraise and apply legal principles, facts and precedent to legal problems; good command of language; initiative; tact; courtesy; good professional and administrative judgment; good address; physical condition commensurate with demands of the position.

SUGGESTED MINIMUM QUALIFICATIONS:

Graduate of Law School **AND** admission to the New York State Bar.