

## ASSISTANT DISTRICT ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: This is professional legal work of a complex nature involving responsibility for conducting criminal investigations, preparing and presenting criminal court cases and other legal work. General supervision is received from the District Attorney. Work requires incumbent to be on call at nights and on weekends. Performs related work as required.

### TYPICAL WORK ACTIVITIES: (Illustrative only)

Consults with other criminal justice agencies including law enforcement, the courts, probation, defense counsel and corrections, to insure the efficient functioning of the criminal justice system;  
Conducts criminal investigations;  
Interviews witnesses;  
Researches points of law and prepares briefs;  
Prepares and presents criminal cases to the Grand Juries, County, Town and Village Courts;  
Argues cases and appeals;  
Hears and investigates complaints;  
Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

### SUGGESTED KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of New York State substantive and procedural criminal law and court procedure; good knowledge of law enforcement and investigative techniques; good knowledge of prosecutorial ethics; ability to interpret and apply legal principles and precedents to new and difficult legal problems; ability to act as a resource other criminal justice agencies including law enforcement, probation, defense counsel, corrections, and the general public, as needed; ability to communicate effectively both orally and in writing; ethical conduct in the practice of law; sound professional judgment.

### MINIMUM QUALIFICATIONS:

Possession of a license and current registration to practice law in the State of New York and other qualifications as the District Attorney may prescribe.

RESIDENCY NOTE: Pursuant to Public Officers Law §3.55, the Assistant District Attorney may be a resident of Putnam County or an adjoining county within the state of New York. However, pursuant to County Law §702.4 and §702.5, if the holder of the Assistant District Attorney office is designated by the District Attorney to assume the duties of the District Attorney upon the District Attorney's absence from the County, or upon the District Attorney's inability to perform his or her duties, Putnam County residency is required.