

CHIEF 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. Additional responsibilities include administrative and supervisory responsibilities with regard all functions of the District Attorney's Office, including planning, development, and implementation of office policies and procedures. The Chief Assistant District Attorney functions as assistant department head, and is distinguished from the First Assistant District Attorney in the scope of responsibilities, which include management and oversight of all departmental matters and functions, in consultation with, and under general supervision of, the District Attorney. Supervision is exercised over all department personnel. Work requires the incumbent to be on call at nights and on weekends. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists the District Attorney with the planning, directing and management of all major activities and functions of the District Attorney's Office;

Develops and implements legal and administrative policies and procedures;

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;

Prepares and presents criminal cases to the Grand Juries, County, Town and Village Courts;

Conducts criminal investigations;

Meets with the media and responds to requests for information and comments on sensitive issues of public interest and concern;

Represents the District Attorney before civic and professional groups as required;

Supervises the preparation of department budgets;

Manages and monitors department personnel costs and line item and fixed asset expenses;

Coordinates and conducts interviewing and training of staff and initial person of contact for disciplinary issues;

Identifies, manages and resolves unusual and/or sensitive issues and problems which affect the department;

Provides guidance and effective leadership to department attorneys, investigators and staff;

Consults and coordinates with other County departments to insure that both County and departmental goals are met;

Serves on various boards, steering committees and councils and interacts with other County management personnel on issues of mutual importance;

Performs a variety of related activities as required.

CHIEF ASSISTANT DISTRICT ATTORNEY (cont'd)

*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: Thorough knowledge of duties, powers and limitations of the District Attorney's Office; thorough knowledge of New York State substantive and procedural criminal law and court procedure; thorough knowledge of the organization, powers and limitations of county government; thorough knowledge of law enforcement and investigative techniques; thorough knowledge of prosecutorial ethics; thorough knowledge of County budgeting procedures; thorough knowledge of the principles and practices of supervision and training; ability to plan, direct and manage departmental office operations; ability to interpret and apply legal principles and precedents to new and difficult legal problems; ability to develop, direct and evaluate the implementation of departmental policies and procedures; ability to provide direction and act as a resource to legal and management staff; 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 to practice law in the State of New York and other qualifications as the District Attorney may prescribe.

RESIDENCY NOTE: Pursuant to County Law §702.4 and §702.5 and Public Officers Law §3.55, if the holder of the Chief 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.