

DISTRICT ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: This is professional legal work of a complex nature involving responsibility for representing the County and the State in the investigation and prosecution of criminal actions which have occurred within the County, and performing related legal work. Work is performed in accordance with Section 700 of the County Law, Article 20 of the Uniform Justice Court Act and relevant sections of the Code of Criminal Procedure, other New York State laws, County Law and local law. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Represents the people in all criminal trials and proceedings in the County and Supreme Courts;
Represents the people in all cases which are appealed to a higher court;
Conducts investigations of alleged criminal actions within the County;
Presents evidence of crime to the Grand Jury;
Represents the people in all criminal cases heard before Village and Town Justices;
Maintains a written record of all indictments pending in the courts of the County and maintains past court records to deliver to his/her successor;
Prepares and presents an annual report to the County Legislature concerning funds and property seized and confiscated and placed under the trusteeship of the Commissioner of Finance;
Prepares and presents monthly reports to the State Correction Department concerning actions taken and cases pending, and reports to the Judicial Conference annually concerning the number of actions taken and cases pending;
May appoint one or more Assistant District Attorneys to be under his/her direct supervision, upon authorization from the legislature;
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.

MINIMUM QUALIFICATIONS: This is an elective office for a term of four (4) years.

NOTE: Section 193-a of New York State Judiciary Law provides that the salary of a full-time District Attorney match that of the pay for a County Court Judge in counties with a population of 500,000 or less. Putnam County is in compliance with this requirement. (Counties with above 500,000 are required to match the salary of a Justice of the Supreme Court.) Other legal reference for this position relative to salary--County Law, Section 700, Subdivision 8.