

FIRST 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 to departmental operations, including the training of newly appointed Assistant District Attorneys. The First Assistant District Attorney is distinguished from the next higher class of Chief Assistant District Attorney in that the First Assistant District Attorney is not responsible for formulating and implementing office policy or overseeing the departmental budget. Work is performed under general supervision of the District Attorney. Supervision is exercised over legal and clerical 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 functions of the District Attorney's Office;
Supervises the Assistant District Attorneys in the day to day handling of their caseloads;
Trains newly admitted attorneys appointed to the District Attorney's Office;
Prepares and presents criminal cases to the Grand Juries, County, Town and Village Courts;
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;
Represents the District Attorney at conferences, meetings, etc.;

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: 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 law enforcement and investigative techniques; thorough knowledge of prosecutorial ethics; 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 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 First 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.