

ASSISTANT DISTRICT ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: This is professional legal work involving responsibility for providing assistance to the District Attorney and to act for the District Attorney in his absence. General instructions and assignments are received from the District Attorney with wide leeway permitted for the exercise of independent judgment.

TYPICAL WORK ACTIVITIES:

Assists in prosecuting all crimes and offenses cognizable by the courts of the county;
Assists in handling fines, penalties and other money belonging to the county;
Assists in bringing actions up in any recognizance taken in the county;
Assists in preparing a verified statement of all actions brought by the office upon forfeited recognizance, penalties or forfeitures, the judgments entered thereon and those collected;
Assists in maintaining a written record of all indictments pending in the courts of the county;
Performs a variety of legal research;
Assists in the preparation of briefs and other trial materials.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of Penal Law and the Criminal code; ability to express arguments of the law clearly by written and spoken word; honesty; courtesy; tact; ethical conduct in the practice of law; physical condition commensurate with demands of the job.

MINIMUM QUALIFICATIONS: Eligibility for admission to practice as an Attorney and Counselor at law before the courts of the State of New York at the time of application; admission to the Bar of the State of New York at the time of appointment.

9/11/2023