

ASSISTANT DISTRICT ATTORNEY I

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position that assists with the prosecution of misdemeanor cases in the County. The work involves responsibility for participating in the investigation, preparation and presentations in court of misdemeanor cases, both Penal Law and Vehicle and Traffic Law. The work is performed under the general supervision of the District Attorney or a more experienced attorney. The Assistant District Attorney I is responsible for answering legal problems arising in the District Attorney's Office, and is assigned cases of a less difficult nature. Does related work as required.

TYPICAL WORK ACTIVITIES:

Manages assigned cases on intake by examining case file, including complaint and report form, and determining facts versus legal issues;

Works with law enforcement agencies by rendering legal advice, assisting in investigation, coordinating activities on particular cases and preparing search warrants;

Responds to scenes of serious physical injury accidents;

Works with local criminal courts by handling violations and misdemeanors, rendering legal advice to Magistrates, preparing for preliminary felony hearings and making bail recommendations;

Prepares cases for Grand Jury presentment, including marshalling and evaluating evidence, statements, photographs, sketches and reports (including scientific tests);

Researches law to determine legal requirements versus evidence;

Secures indictment, prosecutors information or finding of dismissal from Grand Jury;

After indictment prepares cases for trial by responding to motions, preparing for hearings, evaluating case, plea-bargaining and discussing case with District Attorney;

Prepares for trial by researching points of law and rules of evidence, preparing trial file of evidence, checks on prospective jurors, checks on changes by judge and develops trial strategy;

Tries cases, including jury selection, presentation of cases, preparing opening statements and preparing closing summations;

Handles post judgement motions, including receiving motions to vacate judgement, preparing response and brief and arguing motion in superior court;

Handles appeals by preparing brief, appendix and trial record, preparing response to defendants brief, arguing appeal in Appellate Division and seeking permission to Court of Appeals if not a matter of right;

Instructs at Police Training Academy;

Responds to telephone calls from citizens, county agencies, and law enforcement agencies.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of criminal law and court proceedings;
Ability to interpret and work with New York State and Federal criminal code;
Ability to communicate clearly and concisely both orally and in writing;
Ability to reason quickly and logically in stressful situations;
Ability to analyze and organize effectively;
Ability to establish and maintain good interpersonal working relations;
Ability to maintain high levels of confidentiality on controversial cases;
Willingness to be available on a 24 hour basis to the District Attorney, law enforcement agencies and local Magistrates;
Integrity;
Excellent judgement;
Physical condition commensurate with the demands of the position.

SUGGESTED MINIMUM QUALIFICATIONS: Admission to the Bar in New York State.

SPECIAL REQUIREMENT: Incumbents in this position are required by the County Legislature to reside within the County of Broome, OR an adjoining county (TIOGA, CORTLAND, DELAWARE OR CHENANGO) at all times during their employment in the title.