

DEPUTY DISTRICT ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position that assists the District Attorney in the administration of the daily operations of the District Attorney's Office, which prosecutes all cases of criminal violations of law in Broome County. Regular meetings with the District Attorney are required to keep abreast of developments and confidential matters otherwise known only to the District Attorney. High interpersonal skills are necessary in order to persuade, motivate, influence, and prosecute on matters involving sharp disagreement and/or negotiate acceptable solutions to important, complicated and difficult cases. The work is performed under the general supervision of the District Attorney. Supervision is exercised over subordinate attorneys. Does related work as required.

TYPICAL WORK ACTIVITIES:

Meets daily with the District Attorney to review ongoing investigations and prosecutions;

Makes any urgent decisions regarding immediate action in the District Attorney's absence;

Performs administrative tasks to assist the District Attorney;

Provides mentoring to subordinate attorneys with regard to the prosecution of felony and misdemeanor level cases in collaboration with the District Attorney;

Prosecutes some of the high-profile cases requiring a high-degree of skill and having a substantial impact on the public's perception of the criminal justice system;

Manages assigned cases on intake by examining case file and determining facts versus legal issues;

Evaluates evidence obtained by police agencies;

Presents cases to Grand Jury for indictment;

Prepares case by researching points of law and rules of evidence;

Handles post judgment motions and appeals, preparing papers and appearing at arguments;

Assists with the planning, creating and conducting of trainings for the District Attorney's office and local law enforcement agencies, regarding the most up to date methods to successfully investigate and prosecute criminals;

Responds to inquiries and concerns from citizens, agencies and law enforcement agencies.

DEPUTY DISTRICT ATTORNEY-cont'd

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough 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 effective interpersonal working relationships;
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 judgment.

MINIMUM QUALIFICATIONS: Admission to the Bar in New York State and three years of experience in the practice of law.