

## SENIOR ASSISTANT DISTRICT ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: Under the direct supervision of a Deputy Chief of Bureau – District Attorney, an incumbent of this position prepares and prosecutes all targeted cases referred to area of assignment. Although the District Attorney and other higher level employees are available for direction, consultation and advice, latitude is given for the exercise of independent judgment. Supervision may be exercised over a small number of Assistant District Attorneys on a regular or assigned basis. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Investigates, prepares and prosecutes major cases in the Superior Courts of the County;

Investigates, prepares and tries complex cases in the Local Courts of Westchester County;

Investigates, prepares and presents major cases to Grand Juries of the County;

Researches, prepares, presents and argues complex Motions and Appeals to the Appellate Term and other Appellate Courts of New York State;

Plans, assigns and evaluates the work of assigned personnel;

Conducts complex fraud, narcotics, or racket investigations;

Collects and assembles information and data required for statistical reporting purposes by the Deputy Chief of Bureau;

Advises and provides assistance to Assistant District Attorneys in assigned matters;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of criminal law and procedure; good knowledge of modern investigation techniques and methods of crime detection; good knowledge in the preparation and presentation of criminal cases; ability to speak and write effectively and present clear and logical arguments; ability to understand, issue and execute complex written and/or oral instructions; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; tact; good judgment; personal and professional integrity; neat appearance; physical condition commensurate with the demands of the position.

SENIOR ASSISTANT DISTRICT ATTORNEY

Page 2

DESIRED TRAINING AND EXPERIENCE: Must be a currently registered attorney with the NYS Office of Court Administration and five years of experience in civil and criminal practice.

SPECIAL REQUIREMENT: Must be a U.S. citizen. Must be a legal resident of New York State at time of appointment and maintain same while in the title.

West. Co.  
J.C.: Exempt†  
PAR3

Job Class Code: A0003  
Job Group: Flat Rate