

ASSISTANT DISTRICT ATTORNEY
(VILLAGES)

GENERAL STATEMENT OF DUTIES: Responsible for prosecuting misdemeanor cases and/or non-criminal violations i.e. traffic violations, building and zoning code violations, village code violations, etc. for the Village; does related work, as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general direction, an incumbent of this class is responsible for prosecuting non-criminal and/or misdemeanor cases on behalf of the Village. An incumbent of this position organizes, examines, and coordinates materials and efforts in the prosecution of these cases and may argue motions and appeals in the Supreme and Appellate Courts. This is a responsible position which requires a great deal of independent judgment. Supervision is not usually a responsibility of this position.

EXAMPLES OF WORK: (Illustrative Only)

Investigates, prepares and prosecutes misdemeanor cases and/or non-criminal violations i.e. traffic violations, building and zoning code violations, village code violations, etc. on behalf of the Village;

Researches and examines the relevant law and/or codes in each case to prepare the position on legal issues and to prepare written arguments in the form of legal memoranda to the court;

Advises and counsels both civilian and police witnesses in preparation for trial or pre-trial hearings;

Coordinates and monitors the availability of necessary witnesses and evidence to ensure that each case will be ready to proceed to trial, as necessary;

Represents the Court at plea negotiations and trial conferences and at routine calendar appearances to negotiate fair and equitable disposition of cases;

Confers with local and out-of-state agencies such as the Police Departments, Department of Motor Vehicles, State Code Council, etc. as necessary; and coordinates efforts to gather needed evidence and documentation;

Prepares and argues motions and appeals in Supreme and Appellate Courts;

Receives, evaluates, investigates and prosecutes complaints from the general public;

May represent the Village by giving lectures or speeches to civic and social groups concerning legal matters.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of criminal law and procedure; good knowledge of modern investigatory techniques; good knowledge of building and zoning code enforcement; ability to speak and write effectively and present clear and logical legal arguments; ability to understand and execute complex oral and/or written instructions; ability to maintain effective working relationships; ability to establish sense of trust and confidence; tact; good judgment; personal and professional integrity; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from an approved school of law with an LL.B. or J.D. Degree* and three (3) years of experience in practicing civil and/or criminal law.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT: Admission to the Bar of the State of New York.