Assistant District Attorney - Level 3
Tompkins County

Department: District Attorney
Classification: Exempt
Labor Grade: Management Grade 87
Approved: Departmental Reorganization 04/2018
Revised: NYS CSC 3/13/19
By: AG, Commissioner of Human Resources

SUGGESTED OR PREFERRED MINIMUM QUALIFICATIONS:

Admission to the Bar in New York State. Applicants must provide verification that they have passed the NYS Bar exam and provide a current Certificate of Good Standing from the New York State Supreme Court, Appellate Division. An employee is required to maintain the certificate of good standing for the duration of his or her career. Minimum of three (3) years of experience as a licensed attorney in New York State.

NOTE: Assistant District Attorneys are Public Officers and as such would normally be required to reside in Tompkins County. However, on June 21, 2016, Tompkins County adopted Local Law No. 2 of 2016, which waives the requirement of Public Officer law and states that individuals holding said positions within the County of Tompkins shall be permitted to reside either within the County of Tompkins or any other county in New York State. As a public officer, candidates for this position must be a citizen of the United States (either natural born or naturalized).

NOTE: Please attach a cover letter with your application.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for representing the People of the State of New York in the criminal prosecution of offenses. This involves all phases of case preparation and presentation of matters ranging from vehicle and traffic infractions to felonies. Work is performed in close conjunction with and under the supervision of the District Attorney. The incumbent will perform all related duties as required. This position includes a moderately high level of autonomy, under the supervision of the District Attorney, Deputy District Attorney and ADA4 positions.

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;
- 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 cases, plea-bargaining and discussing cases 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 at the felony and misdemeanor level, including jury selection, presentment of cases, preparing opening statements and preparing closing summations;
- Handles post judgment motions, including receiving motions to vacate judgment, 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 appeal to Court of Appeals if not a matter of right;
- Instructs at Police Training Academy if requested;

- Responds to telephone calls from citizens, agencies and law enforcement agencies;
- Researches new law and prepares memorandum.

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 good interpersonal working relations;
- Ability to make logical, on the spot decisions regarding office policy;
- 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;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

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