

Deputy District Attorney - Duties Statement Tompkins County

Department: District Attorney
Classification: Exempt
Labor Grade: Management Grade 90
Approved: Bd Res 25, 06/1990
Revised: 06/91; 10/93; 12/05; 11/13; 8/16; 10/16; 6/18
By: HH, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

Admission to the Bar in New York State AND a minimum of ten (10) years experience in criminal litigation

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

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 Officers 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.

DISTINGUISHING FEATURES OF THE CLASS:

This position involves all the duties and responsibilities of an Assistant District Attorney plus the added responsibility of performing duties of the District Attorney in his or her absence. Regular conferences with the District Attorney are required to keep abreast of developments and confidential matters otherwise known only to the District Attorney. The work is performed under the general supervision of the District Attorney and involves direct supervision of all Assistant District Attorneys and support staff. High interpersonal skills are necessary in order to persuade, motivate or influence and to prosecute on matters involving sharp disagreement and/or to negotiate acceptable solutions to important, complicated and difficult cases. The Deputy District Attorney is expected to exercise an extreme level of autonomy and to work only under the most general direction of the District Attorney. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Meets daily with the District Attorney to review ongoing investigations and prosecutions.
- Is available to the District Attorney 24 hours a day, as well as to local law enforcement agencies needing guidance;
- Makes any urgent decisions requiring immediate action in the District Attorney's absence;
- Relieves some of the administrative burden on the District Attorney by performing administrative tasks at the request of the District Attorney;
- Supervises Assistant District Attorneys and provides mentoring with regard to prosecution of felony and misdemeanor level cases in collaboration with the District Attorney;
- Provides training and evaluation of Assistant District Attorneys in collaboration with District Attorney;
- Assists the District Attorney in the hiring process of new Assistant District Attorneys and Confidential Investigators;
- Assists in formulating office policies regarding the handling of cases, and assists in seeing that those policies are carried out by the Assistant District Attorneys;
- 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, including complaint and report form, and determining facts versus legal issues;
- Evaluates evidence obtained by police agencies;
- Works with law enforcement agencies by rendering legal advice, assisting in investigation, coordinating activities on particular cases and preparing search warrants;
- Conducts training of law enforcement officers regarding proper collection of evidence and other procedural evidentiary matters;
- 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;
- Presents cases to Grand Jury for indictment;

- After indictment prepares cases for trial by responding to motions, preparing for hearings, evaluating case, plea-bargaining and discussing case with the District Attorney;
- Prepares cases by researching points of law and rules of evidence, preparing trial file of evidence;
- Tries cases, including jury selection, through verdict;
- Handles post judgment motions and appeals, preparing papers and appearing at arguments;
- Responds to telephone calls from citizens, agencies and law enforcement agencies.

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;
- 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.

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

Physical:

The employee must be able to sit for extended periods of time within a standard eight-hour work day. Other types of physical effort are minimal with the exception of the occasional requirement to lift boxes of evidence or legal briefs up to twenty pounds. The incumbent's visual acuity must be sufficient to enable him or her to see and accurately work with information on a computer screen or otherwise be able to accurately manage and manipulate information, using computer software and hardware systems, with or without reasonable accommodations. This would be quantified as "considerable" visual effort. The employee's ability to communicate (verbal and written) must be sufficiently adequate to enable them to understand legal theories and plead cases. The employee must possess the knowledge and ability needed to utilize office equipment, including computer systems, inclusive of necessary software and operating systems, with or without reasonable accommodations. Repetitive hand/finger movements are associated with the execution of the tasks delegated with this role. The employee must have the physical ability to manipulate a computer keyboard and other types of office equipment requiring moderate precision, manual dexterity, and operating knowledge/skill or otherwise demonstrate the ability to meet the requirements of the job. The risk of personal injury is minimal.

Mental:

Mental factors include the ability to multitask and prioritize. The employee will need to be able to synthesize legal concepts and translate those into effective prosecution. Mental focus and the ability to offer calm leadership during a crisis is required. The employee will need the aptitude to understand the requirements and processes of law and make educated and reasoned decisions in the prosecution of those accused of criminal wrongdoing. The employee must possess a solid intellect and a good memory. It is necessary for an employee to keep track of a lot of client and case details. He or she must have the ability to concentrate and make fine discriminations. The incumbent must possess extreme interpersonal skills in order to obtain trust and cooperation from highly hostile, emotional or abusive persons and/or to negotiate a legal solution to critical, highly controversial issues. This work involves repeated exposure to matters of serious consequence, life or death situations and/or continuous exposure to distressing human situations.

Environmental:

Environmental factors include the ability to work closely and cooperatively in close physical proximity with others. The work can occasionally result in moderate exposure to disagreeable conditions. The employee may occasionally work alone. Almost all work is performed indoors in a temperature controlled environment, so excessive heat, cold, humidity, noise, etc., are not factors that are significant to this job.

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