



## Cayuga County Department of Human Resources and Civil Service Commission

### JOB SPECIFICATION

Civil Service Title: Deputy Chief Assistant District Attorney  
Jurisdictional Class: Exempt (JC PENDING)  
Civil Division: District Attorney  
Adoption: CSM 1/19/21  
Revised: CSM

---

#### **DISTINGUISHING FEATURES OF THE CLASS:**

The Class of Deputy Chief Assistant District Attorney serves under the direction and at the pleasure of the District Attorney. Positions in this class prosecute serious criminal cases and serve as a member of the management team. This class serves as an Assistant Department Head and acts for the District Attorney as needed/required. Together with the District Attorney, the Deputy Chief Assistant District Attorney is responsible for the overall administration and management, direction, daily operation, and day-to-day employee related issues, of the office under the supervision of the District Attorney. The Deputy Chief Assistant District Attorney will also assist the District Attorney in conduction long range planning and setting goals, policies, and procedures of the office and will be responsible for planning, directing, implementing, and achieving those strategic departmental goals and objectives in the furtherance of the department's mission to ensure justice by providing quality prosecution services, victim services, and crime prevention, in order to achieve the goal of ensuring that Cayuga County remains a safe community for everyone to live in.

#### **TYPICAL WORK ACTIVITIES: (Illustrative Only)**

##### **Criminal Prosecution/Office Administration:**

Prosecutes the most complex and sensitive cases as needed; presents cases to the Grand Jury; coordinates prosecutions with the courts, law enforcement agencies, probation, and the general community;  
Interpreting legal opinions, assists with policy and procedure for law enforcement agencies; conducts legal research, drafts legal briefs, and conducts oral arguments before the County and Appellate Courts;  
Plans, organizes, directs, assigns and evaluates the work of attorneys and support staff engaged in prosecuting criminal cases in Superior, City, and Justice Courts;  
Trains, supports and assigns cases and/or court coverage as needed to assure that the difficulty and complexity of cases match the skill levels of the assigned attorneys; Sets objectives and performance standards for staff and office; assures that staff is properly trained;  
Serves as a member of the management team assisting with long range planning, formulation of office goals, and setting policy and procedure;  
In complex cases oversees subordinate staff as to when and how to prosecute, whether to compromise, dismiss or potentially retry matters;  
Will assess subordinate staff's performance and possible disciplinary actions;  
Interview prospective candidates for the District Attorney and make recommendations on hiring;  
Assists with issuance of press releases, represents the District Attorney at meetings and conferences as needed or assigned; acts as a resource and internal consultant to staff, other County departments and local law enforcement agencies; prepares correspondence and reports; attends and/or conducts meetings, trainings and conferences;  
Handles day-to-day administrative oversite of the District Attorney's office; subordinates, and staffing issues.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

**Criminal Prosecution/Management:**

Thorough knowledge of the principles, responsibilities, and practices of criminal law in New York State;  
Thorough knowledge of judicial procedures and the rules of evidence;  
Thorough knowledge of legal research methods and analysis of case law and statutes;  
Thorough knowledge of effective courtroom presentation techniques and procedures;  
Working knowledge of the principles and practices of supervision;  
Thorough knowledge of office organization and management;  
Ability to plan, organize, direct and coordinate operation of the District Attorney's Office;  
Ability to assign, train and evaluate the work of professional and support team;  
Ability to exercise initiative, ingenuity and sound judgment to resolve difficult administrative, technical and personal problems;  
Ability to establish and maintain an effective working relationship with the courts, law enforcement agencies, staff and the public;  
Ability to prepare and present clear, concise and logical statement of facts and law for argument; prepare technical and administrative reports;  
Ability to implement policies, systems and procedures to improve office operations;  
Ability to interpret, analyze, explain and apply complex law, legal documents, rules and regulations.

**MINIMUM QUALIFICATIONS:**

Juris Doctorate Degree **AND** minimum of 5 years of legal experience (6-7 years of experience is preferred)

**SPECIAL REQUIREMENTS:**

Membership, in good standing, in the New York State Bar

