



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

JOB SPECIFICATION

Civil Service Title: **SENIOR ASSISTANT DISTRICT ATTORNEY**
Jurisdictional Class: Exempt
Civil Division: District Attorney
Adoption: CSM 3/14/2018
Revised: CSM 4/17/18; 10/17/18

DISTINGUISHING FEATURES OF THE CLASS:

This position requires extensive knowledge of criminal prosecutions and involves supervision of Assistant District Attorneys and other Support and Investigative staff (as necessary to exercise the authority of the District Attorney). In the absence of the DA and the Chief Assistant District Attorney, the Sr. ADA is in charge. A Senior Assistant District Attorney performs work and oversees the work performed by Assistant District Attorneys regarding the prosecution of offenses, including traffic infractions, violations, misdemeanors, and felonies, before all levels of criminal and civil courts in the County and State. A Senior ADA may also conduct grand jury presentations, writes briefs and gives oral arguments before Appellate Courts, or supervises Assistant District Attorney's performing these functions.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Supervises and provides direction for Assistant District Attorneys, support staff and investigators as needed or in the absence of the Chief Assistant District Attorney or the District Attorney;
Responsible for Prosecution of cases and Oversees the preparation of cases for court, dispositions, trials, appeals by Assistant District Attorneys; provides guidance and support;
May assist ADA's in conducting trials;
Prepares appeals and does related oral arguments;
Prepares for and/or presents cases to the for Grand Jury;
Advises police officers regarding questions of criminal law, search warrants applications, bail recommendations, or other issues that may arise;
Conducts preliminary hearings;
Does such other prosecution related work as directed by the District Attorney.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of NY State criminal laws, including Criminal Procedure and Penal Law;
Skilled oral and written advocacy, presentation of legal arguments before the courts and juries;
Excellent character;
Good address;
Ability to get along with others;
Courtesy and tact;
Good physical condition.

MINIMUM QUALIFICATIONS:

Graduation from an accredited Undergraduate and College of Law; minimum of five years of prosecution related legal experience.

SPECIAL REQUIREMENT(S):

Admission to the bar/Possession of a valid license to practice law in New York State.