



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

JOB SPECIFICATION

Civil Service Title: **Assistant District Attorney**
Jurisdictional Class: Exempt (6 positions)
Additional positions pending approval by NYSCSC
Civil Division: District Attorney
Adoption: CSM 12/14/94
Revised: CSM 1/8/03, 4/8/09

DISTINGUISHING FEATURES OF THE CLASS:

This position involves the exercise of the Constitutional and Statutory authority vested in the District Attorney. Assistant District Attorneys act with the authority of the District Attorney in his absence. Prosecutes traffic infractions, violations, misdemeanors, and felonies before all levels of courts in the county and state. Also conducts grand jury presentations and does oral argument before Appellate Courts.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Prepares cases for court dispositions;
Conducts trials;
Prepares appeals and does related oral arguments;
Prepares cases for Grand Jury;
Presents cases to Grand Jury;
Advises police officers in the law;
Conducts preliminary hearings;
Does such other related work as directed by the District Attorney.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of New York State Criminal Procedure Law and Penal Law;
Skilled in the writing and oral presentation of legal arguments before the courts;
Excellent character;
Good address;
Ability to get along with others;
Courtesy and tact;
Good physical condition.

MINIMUM QUALIFICATIONS:

Graduation from an accredited College of Law and two years of law-related work either in the public or private sectors.

SPECIAL REQUIREMENT(S):

Possession of a valid license to practice law in New York State.