

**DEPARTMENT:** DISTRICT ATTORNEY  
**CLASSIFICATION:** EXEMPT - PENDING  
**APPROVED:** JANUARY 14, 2021

**FLSA Status:** Exempt/Professional

**EXECUTIVE ASSISTANT DISTRICT ATTORNEY**

**DISTINGUISHING FEATURES OF THE CLASS:** Performs legal work as assigned by the District Attorney in indicting and prosecuting for crime within Niagara County. The incumbent is responsible for many administrative aspects of the District Attorney's Office including establishing and implementing office policy, managing administrative and investigative staff, participating in budget and personnel decisions, including hiring/firing decisions and internal employee discipline. The incumbent is also responsible for overseeing the Assistant District Attorneys assigned to city and justice courts and coordinating an internal training program. The incumbent works under supervision of the District Attorney who reviews work for conformance with the law. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Maintains a felony-level caseload, presents matters to the Grand Jury and proceeds to trial with supervision by the District Attorney;
2. Solely conducts or assists the District Attorney in complex and/or high-profile grand jury investigations, violent felony trials and homicide trials in the County and Supreme Court;
3. Instructs Assistant District Attorneys on trial preparation and points of law and approves plea offers on felony-level matters;
4. Performs legal research and prepares briefs, affidavits and other legal documents, such as motions;
5. Receives and investigates public complaints and advises citizens on points of law;
6. Handles all media inquiries and press releases on behalf of the District Attorney's Office;
7. Handles high-profile or sensitive cases involving notorious crimes, law enforcement misconduct, public corruption, or extremely complex prosecution and defense, such as insanity or forensic experts;
8. Works with law enforcement officers in securing and verifying trial and presentation date, including the interviewing of witnesses; confers with police supervisors on law enforcement needs and policies; may participate and assist in the preparation and execution of search warrants; may participate in investigations involving advanced legal complexity; and participates and assists in raids on gambling establishments;
9. Confers with probation officers, the staff of the Attorney General's Office, the United States Attorney's Office and with all levels of law enforcement to help ensure proper law enforcement throughout Niagara County;
10. Acts as a liaison to Judges, Magistrates and the Office of Court Administration on all administrative and/or judicial matters;
11. Oversees administrative and investigative staff; prepares budget proposals, coordinates an internal training program, and oversees the Assistant District Attorneys assigned to city and justice courts;
12. Acts in the place of the District Attorney when required; remains on-call for law enforcement inquiries or emergencies;
13. Establishes and implements office policy and participates in budget and personnel decisions, including hiring/firing decisions and internal employee discipline.

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

Comprehensive knowledge of the principles and practices of criminal law applicable to state and federal criminal laws; comprehensive knowledge of criminal court procedures and of the rules of evidence; a high degree of skill in the preparation of briefs, affidavits, motions and other legal documents; skill in presentations defense before a jury; special ability to analyze, appraise and apply legal principles, facts and precedent to legal problems; ability to assign and review the work of others; good command of language; initiative; tact; courtesy; good professional and administrative judgment; good address; physical condition commensurate with demands of the position.

**SUGGESTED MINIMUM QUALIFICATIONS:**

Graduate of Law School, admission to the New York State Bar, and a minimum of five (5) years of prosecutorial or criminal law experience and one (1) year of administrative experience of a legal staff of at least five employees.