

Jurisdictional Class: Exempt
Adopted: March 6, 2019
Revised: August 26, 2025

JUNIOR ASSISTANT DISTRICT ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: The incumbent performs work under general supervision of the District Attorney and direct supervision from Assistant District Attorneys. The incumbent performs legal research, and prepares for prosecution of criminal cases in Local Criminal and Superior Courts. The work is performed under direct supervision gradually allowing some leeway for carrying out the details of assignments. Supervision is not a responsibility of this position. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Receives evaluates, and pursues criminal complaints from the general public;
Performs legal research;
Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;
Assist in case review and issuance of plea offers;
Drafts responses to pre-trial motions and discovery demands;
Drafts appeals and post-conviction motions;
Assists in trying criminal matters in the Local Criminal and Superior Courts located throughout the county;
Performs other related duties as requested from the Assistant District Attorneys.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of criminal law and procedures;
Working knowledge of computer applications and database software;
Ability to speak, and write effectively and to present clear and logical legal arguments;
Ability to understand and execute complex written and/or oral instructions;
Ability to get along well with others;
Ability to read, understand, and communicate effectively to perform the essential duties of the position;
Personal and professional integrity;
Good judgment.

MINIMUM QUALIFICATIONS: Graduation from an accredited Law School pending admission into the New York State Bar.

SPECIAL REQUIREMENT: Must submit proof of passing the New York State Bar examination within (6) six months of appointment. One (1) six-month extension of this requirement may be granted upon review of the Appointing Authority and Personnel Director.

SPECIAL REQUIREMENT: Must be a U.S. Citizen and legal resident of New York State at time of appointment and maintain residency while in title.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who

provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.