

Jurisdictional Class: Exempt for Oneida County Government Only  
(See Appendices for Number of Allowed Exempt Positions)  
EEO Category: Professional  
Revised: 04/05/2022



### **ASSISTANT DISTRICT ATTORNEY**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent of this class is responsible for the management, presentation, and prosecution of criminal cases in all Courts of Oneida County. The incumbent is responsible for coordinating, organizing, and examining all materials and efforts related to the prosecution of criminal cases in Oneida County. Duties include, but are not limited to, the oversight of criminal matters from the investigative phase, if necessary, through and including arraignment, trial, and final disposition. This is an appointed position in which incumbents serve both under the general direction of and at the pleasure of the Oneida County District Attorney. Incumbent performs related work as required.

### **MINIMUM QUALIFICATIONS:**

**Assistant District Attorney I\*:** Admission to the Bar of New York State **AND** eight (8) years of experience in private or public practice of law, **OR** four (4) years of experience as an Assistant District Attorney or Assistant Public Defender.

**Assistant District Attorney II:** Admission to the Bar of New York State.

**SPECIAL REQUIREMENT:** Must be a legal resident of Oneida County, Herkimer County, Lewis County, Madison County, Oswego County or Otsego County per Local Law "B" of 1991.

**\*NOTE:** Promotion will be at the discretion of the District Attorney and will not be automatic.

Adopted: 02/15/1978  
Revised: 08/29/2007; 12/27/2007; 09/13/2018; 06/21/2019; 03/09/2020; 10/27/2021; 12/03/2021;  
04/05/2022.