

Jurisdictional Class: Pending Jurisdictional Classification
EEO Category: Professional
Adopted: 12/09/2019

CHIEF ASSISTANT DISTRICT ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: This incumbent in this position acts in the capacity of the elected District Attorney, upon his request, or in the event of his absence or inability to perform his duties of his office in accordance with the mandates of NYS County Law section 702 (4) and the designation of succession on file with the Oneida County Court, which include but are not limited to the signing of eavesdropping warrant applications, authorizing of spending, signing of the payroll and implementation of personnel decisions including the hiring, promotion, professional discipline and termination of employees. The incumbent is responsible for handling all aspects of a criminal caseload, providing assistant and legal consultation with various law enforcement agencies in the course of major investigations, general supervision and training facilitation of Assistant District Attorneys, serving as the coordinator for the OCDA Conviction Integrity Program, and assisting the District Attorney in formulating policies and procedures in relation to the District Attorney's office. This is an appointed position where the incumbent serves at the pleasure and under the direction of the District Attorney. Supervision is exercised over the Executive Administrative Assistant District Attorney, all Assistant District Attorneys, as well as clerical and support staff. The incumbent performs related work as required.

SUGGESTED QUALIFICATIONS: Admission to the Bar of New York State **AND** supervisory experience as an Assistant District Attorney.