

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

EXECUTIVE ADMINISTRATIVE 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 the absence of the District Attorney and Chief Assistant District Attorney 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 legal counsel to the District Attorney, Chief Assistant District Attorney, and members of federal, state, county and local law enforcement pertaining to matters of criminal investigation and prosecution, performing administrative functions as required to maintain the daily operations of the District Attorney's Office and insuring all ADAs are in compliance with biennial OCA registration and legal continuing education requirements. This is an appointed position where the incumbent serves at the pleasure of the District Attorney and under the District Attorney and Chief Assistant District Attorney. Supervision is exercised over 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.