

Department: District Attorney  
Classification: Exempt (Pending CSC Approval)  
Grade: \_\_\_\_\_

SPEC DISK F7  
DOCUMENT 29

**SPECIAL ASSISTANT TO THE DISTRICT ATTORNEY**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for gathering and disseminating information for the District Attorney's Office and performing a variety of administrative and clerical functions in the office. Employees in this class maintain liaison between local judicial officials, lawyers and police agencies and the District Attorney's Office and keep current records of the status of pending cases, decisions and actions taken in regard to cases of interest to the District Attorney's Office. Incumbents are also responsible for composing and preparing routine correspondence related to the work. The employee is responsible for accurately, tactfully and discreetly representing the professional views and opinions of the District Attorney and his assistants. General supervision is received from the District Attorney and his assistants with considerable responsibility for the exercise of discretion and sound judgment in the independent execution of daily assignments. Supervision is exercised over a small number of clerical personnel. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Represents the District Attorney's Office in pre-session meetings at county court on procedural matters, scheduling and provision of facts and opinions;  
Maintains liaison between District Attorney's Office and county judiciary through correspondence and personal contact;  
Updates periodic listing on status of all pending court cases;  
Confers with legal personnel concerning preparation for and disposition of cases for grand jury and the courts;  
Records information and informal testimony concerning pending cases;  
Assists in the preparation of court calendars;  
Subpoenas witnesses and assists in the preparation of warrants and indictments;  
Coordinates contacts between District Attorney's office and defense counsels concerning pleas, disposition of cases, trial and sentencing dates and related matters;  
Reviews calls and visitors and determines need for access to District Attorney;  
Composes and prepares a broad range of correspondence;  
Keeps accurate files and records on a wide variety of matters.

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

Good knowledge of the practices, procedures, tools and terminology of legal offices; working knowledge of the New York State Criminal Procedure Law and Rules, Civil Practice Law and Rules and related codes and ordinances; working knowledge of the structure and operation of the New York State Judicial system; ability to recognize, interpret and use records and documents in the organization and administration of office tasks; ability to deal tactfully and persuasively with members of the judiciary and the legal profession; ability to locate information in legal sources and texts; ability to prepare written and oral reports in both full and condensed forms; ability to take and transcribe dictation at an acceptable rate; ability to readily perceive and accurately represent the opinions of others; sound judgment; physical condition commensurate with the demands of the position.

**SPECIAL ASSISTANT TO THE DISTRICT ATTORNEY - CONTINUED**

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and EITHER:

- (a) Successful completion of a post-baccalaureate Legal Assistant program of at least three months duration offered or sponsored by a regionally accredited or New York State registered college or university; or
- (b) Two years of full-time paid experience in a responsible administrative or clerical position\* in a court, law office or unit of government requiring attendance at or knowledge of the practices and procedures of courts of law; or
- (c) Four years of full-time paid experience in a responsible administrative or clerical position\* involving work with legal instruments and records; or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b) and (c).

*\*Experience in a position involving primarily entrance level clerical duties is NOT acceptable.*

**NOTE:** One half of the experience required in (b) or (c) above may be satisfied by graduation from a regionally accredited or New York State registered college with an associate degree in criminal justice or an allied field, or graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in a liberal arts field.

ADOPTED: 09/25/96