

Civil Division: Oneida County Government  
Jurisdictional Class: Exempt  
EEO Category: Professional  
Revised: 12/27/2007

## **ASSISTANT DISTRICT ATTORNEY**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent of this class is responsible for prosecuting criminal felony cases in the courts of Oneida County. This position organizes, examines, and coordinates materials and efforts from presentation of initial post-indictment arraignment through final disposition of criminal cases. This is an appointed position in which incumbents serve both under the general direction of the District Attorney and at the pleasure of the District Attorney. Supervision is not usually a responsibility of this position. Incumbent performs related work as required.

### **MINIMUM QUALIFICATIONS:**

**Assistant District Attorney I:** Admission to the Bar of New York State **AND** four (4) years experience as an Assistant District Attorney

**Assistant District Attorney II:** Admission to the Bar of New York State **AND** two (2) years of experience in the field of law enforcement, **OR** five (5) years in private practice, **OR** eighteen (18) months as an Assistant District Attorney III

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

### **SPECIAL REQUIREMENTS:**

1. Eligibility for admission to practice as an attorney and counselor at law before the courts of the State of New York at the time of application. Admission to the Bar of the State of New York at the time of appointment.
2. Must be a resident of Oneida County or any adjoining county (Herkimer, Lewis, Madison, Oswego or Otsego Counties) per Local Law "B" of 1991.

**PROMOTION NOTE:** Promotion will be within the discretion of the District Attorney and will not be automatic.

Adopted: 02/15/78  
Title Reviewed: 04/24/06  
Revised: 08/29/07; 12/27/07

