

## ASSISTANT DISTRICT ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: The Assistant District Attorney shall represent the People of the State of New York in criminal prosecutions pending in Cattaraugus County. This shall include Cattaraugus County Court and all local Town, Village and City Courts located within Cattaraugus County.

### TYPICAL WORK ACTIVITIES:

- Assist and advise law enforcement officers in the preparation of pleadings and other aspects of the filing/initiation of criminal cases in his/her assigned courts;
- Attend all scheduled court appearances and conferences in his/her assigned courts;
- Prepare pleadings, discovery, motions and responses as needed in cases;
- Conduct pre-trial hearings, trials and sentencing proceedings in his/her assigned courts;
- Prepare and file appeals in his/her assigned courts and cases;
- Communicate with other Assistant District Attorneys and the District Attorney on all matters to ensure consistency and continuity.

### KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge and understanding of Criminal Procedure Law and Penal Law; A high level of skill in the preparation of pleadings and appeals; A high level of skill in presenting a case to a court or jury; The ability to analyze, appraise and apply legal principles, facts and precedents to cases; Proper grammar and the ability to verbally communicate with a variety of persons from a variety of background; Ability to present oneself in a professional, confident manner; Ability to work independently and also as part of a team; and the Ability to abide by the higher ethical considerations expected of prosecutors.

MINIMUM QUALIFICATIONS: Must be an attorney admitted to practice in the State of New York in good standing and reside in Cattaraugus County upon employment.

SALARY: Varies, depending on experience.

CONTACT: District Attorney Lori Rieman at [lprieman@cattco.org](mailto:lprieman@cattco.org)