

**DEPARTMENT:** DISTRICT ATTORNEY  
**CLASSIFICATION:** EXEMPT/PENDING NYSCSC APPROVAL  
**APPROVED:** APRIL 25, 2024

**FLSA Status:** Exempt/ Professional

**ASSISTANT DISTRICT ATTORNEY TRAINEE**

This is a trainee position in the exempt class for which eligible graduates of law schools approved by the American Bar Association (ABA) may apply for temporary authorization to practice law under the supervision of a New York State registered attorney. Niagara County recognizes the unique challenges that are confronting recent law graduates and seeks to provide an impactful means of assisting these graduates in pursuing legal employment in Niagara County pending their admission to the New York State Bar. The term of appointment is limited to one (1) year. If the employee fails to obtain admission to the New York State Bar within this traineeship, his/her employment may be discontinued. Trainees who are admitted to the bar automatically will be promoted to Assistant District Attorney.

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent performs legal work as permitted by the Temporary Authorization Program (Practice Order) issued by New York State. Work is performed under the tutelage of a supervising Assistant District Attorney as assigned by the Niagara County District Attorney. The District Attorney and higher-level Assistants will supervise and review work for conformance with law. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Engages in extensive training, including on the job in-court training, in preparation for assuming the job responsibilities of an Assistant District Attorney upon admission to the New York State Bar;
2. Assists in preparing and prosecuting criminal cases as assigned by the District Attorney;
3. Tries criminal cases before municipal courts, within the parameters of a Practice Order and assists the District Attorney in conducting trials in the County and Supreme Court;
4. Conducts preliminary hearings and, when assigned, suppression hearings within the parameters of the Practice Order;
5. Performs legal research and prepares briefs, affidavits and other legal documents, such as motions;
6. Collaborates with law enforcement officers in securing and verifying trial and presentation date, including the interviewing of witnesses; confers with police supervisors on law enforcement needs and policies; may participate and assist in the preparation and execution of search warrants; may participate in investigations involving advanced legal complexity;
7. Confers with probation officers, the staff of the Attorney General's Office, and with all levels of law enforcement to help ensure proper law enforcement throughout Niagara County;
8. Assists in preparation of appeals from lower courts to County Courts and courts of higher jurisdiction.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of the principles and practices of criminal law applicable to state and federal criminal laws; good knowledge of criminal court procedures and of the rules of evidence; ability to utilize modern office software applications, equipment, and related peripherals at an acceptable rate of speed and accuracy; ability to analyze, appraise and apply legal principles, facts and precedent to legal problems; good command of language; initiative; tact; courtesy; sound professional and administrative judgment; physical condition commensurate with demands of the position.

**SUGGESTED MINIMUM QUALIFICATIONS:**

Graduate of a Law School approved by the American Bar Association **and** awaiting New York State Bar exam results and admission to the New York State Bar.

**SPECIAL REQUIREMENT:**

Candidates must be eligible for and obtain a Practice Order within three (3) months of appointment and must maintain it for the duration of the Traineeship.