



JOB SUMMARY

This position is responsible for the prosecution of assigned criminal cases.

MAJOR DUTIES

- Gathers and analyzes information in criminal cases.
- Drafts indictments, accusations, and other legal pleadings and motions.
- Presents evidence to the Grand Jury for indictment.
- Interviews lay and expert witnesses for trial preparation.
- Conducts legal research and prepares orders.
- Drafts recommendations and sentence plea paperwork.
- Prepares cases for trial.
- Coordinates with law enforcement regarding cases.
- Attends pre-trial conferences.
- Subpoenas witnesses.
- Dismisses cases and charges that are not prosecutable.
- Represents the state in various court appearances.
- Prepares legal memoranda and briefs.
- Determines appropriate bond amounts.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of criminal law.
- Knowledge of court procedures.
- Knowledge of local, state, and federal laws.
- Knowledge of case law and statutes.
- Knowledge of computers and job-related software programs.
- Skill in legal research and in drafting legal documents.
- Skill in presenting information and arguments in a court setting.
- Skill in negotiation.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Senior Assistant District Attorney assigns work in terms of department goals and objectives. The supervisor review work through conferences, reports, and observation of county government activities.

GUIDELINES

Guidelines include state law, local ordinances, the Georgia Rules of Professional Conduct, the Assistant District Attorney Oath of Office, and county policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied legal duties. The unique nature of each case contributes to the complexity of the position.
- The purpose of this position is to represent the State of Georgia in the prosecution of criminal cases. Success in this position contributes to enforcement of state laws and to the protection of the rights of victims.

CONTACTS

- Contacts are typically with other county employees, law enforcement personnel, witnesses, victims, judges, court staff, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, to motivate or influence persons, to resolve problems, or to justify, defend, or negotiate matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, or stooping.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Graduation from an accredited school of law; and
- Less than one year of related experience required; or
- Any equivalent combination of education, experience, and training which provides the knowledge, skills, and abilities to perform the work.

- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Current membership in the State Bar of Georgia.