

OFFICE OF THE SOLICITOR-GENERAL



Keith E. Gammage
Solicitor-General

SMART, FAIR AND RESTORATIVE JUSTICE

Carnes Justice Center Building
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Assistant Solicitor I

The Office of the Fulton County Solicitor-General is seeking a motivated and service-driven attorney to join our team. This entry-level professional role offers the opportunity to support victims and gain extensive courtroom experience while working under the guidance of seasoned prosecutors. Ideal candidates are committed to justice, eager to develop strong litigation skills and ready to serve the citizens of Fulton County.

Job Summary

- Assists in the conduct of bench and jury trials, preliminary and pretrial hearings, and related courtroom proceedings: prepares and argues motions; may assist with jury selection, opening and closing statements, evidence presentation, and witness questioning; makes bond and sentencing recommendations.
- Investigates, evaluates and prepares cases for trial: requests and inspects records and evidence; prepares graphics and exhibits; prepares and serves discovery; makes investigative requests; interviews victims, law enforcement, and witnesses; observes crime scenes; obtains and reviews scientific results and analysis; subpoenas witnesses and prepares them for trial; determines need for, procures, and interviews expert witnesses; anticipates legal issues; assists in the development of case strategies; presents cases to superiors.
- Conducts case research and documentation: researches relevant case law and interprets in relation to the facts of the case; prepares briefs and motions and responses to same; writes case summaries; drafts complaints, accusations, discovery and supporting documents.
- Prepares cases for accusal and arraignment: reviews case file and analyze the facts and evidence of the case; reviews criminal histories of defendants; determines appropriateness of diversion, dismissal or charges; reviews accuracy of jurisdiction,

venue and scope of arrest powers; ensures sufficient probable cause; drafts formal charges; and requests bindovers.

- Conducts pre-trial case resolution: conducts plea negotiations; mediates between adverse parties; pleads case in court and completes restitution requests.
- Communicates and serves as a liaison with victims, family, witnesses and community partners: provides updates regarding case status; requests victim advocates and assists them as needed; and explains and advises regarding the investigative and judicial process.
- Manages caseload: attends scheduled court appearances, including plea and arraignment, status, case management, final plea, motions and trial calendar, and schedules trial and hearing dates with judges and case managers.

Minimum Qualifications: Juris Doctorate Degree required; supplemented by one year of experience in criminal justice, legal or generally related field; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

Specific License or Certification Required: Must be registered as a member of the State Bar of Georgia. Must possess and maintain a valid Georgia driver's license.

Starting Salary/Incentives: Commensurate with experience; annual bonuses with consideration for advancement every six months.

To Apply: Please submit cover letter and resume to Tamikia.Moses@fultoncountyga.gov