

Macon-Bibb County

Job Description

Job Title:	Assistant District Attorney
Department:	District Attorney
FLSA Status:	Non-Exempt
Reports To:	District Attorney
Classification:	Full-Time

Job Summary: The assistant district attorney performs professional legal work encompassing aspects and stages of criminal cases prosecuted by the District Attorney's Office.

Duties and Responsibilities: The following duties are representative of the work required for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.

1. Drafts indictments, accusations, presentments, and other legal pleadings and motions ancillary to any criminal case.
2. Prepares and represents the state in various court appearances including, preliminary hearings, bond hearings, pre-trial hearings and motions, sentencing procedures, quasi-civil condemnation procedures from start to finish, etc.
3. Reviews cases, determines if all investigation is complete, interviews and selects appropriate witnesses, interviews victims, researches and responds to legal arguments, prepares witnesses to present testimony, presents cases to the court, conducts direct and cross examination before judge or jury, drafts legal documents and counsels with the defense attorneys.
4. Gathers and analyzes evidence in cases including viewing and inspecting crime scenes.
5. Reviews pertinent decisions, policies, regulations and other legal matters pertaining to the case.
6. Presents evidence against accused to the grand jury for indictment.
7. Prepares memorandums of law, briefs and legal research for trial and appellate cases.
8. Prepares and files all pleadings relating to extradition including detainers, fugitive warrants, etc.
9. Attends meetings, various community events, serves on committees and makes presentations as needed in the community.
10. Completes other responsibilities as requested by the district attorney or their designee.

Minimum Qualifications: Juris Doctor degree required. All applicants must be a member in good standing with the State Bar of Georgia or be in good standing with another state's bar association that is eligible for reciprocity admittance to the State Bar of Georgia; and be admitted to practice before the Supreme Court of Georgia and Court of Appeals of Georgia.

Working conditions:

1. Works in temperature controlled office environment
2. Minimal travel
3. High activity, multiple deadlines and high visibility behavior.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

LANGUAGE SKILLS:

Ability to read and understand written materials. Ability to effectively communicate information to supervisors, employees and other department heads, suppliers, respondents, businesses, public officials and the general public.

MATHEMATICAL SKILLS:

Ability to work with basic mathematical concepts such as addition, subtraction, multiplication and division.

COMMUNICATING SKILLS:

Must be able to effectively communicate orally and in writing in a professional manner in order to give or exchange information, resolve problems, and/or provide service. In addition, this position requires extensive contact with other employees, the general public and public officials, often involving problem-solving circumstances.

REASONING ABILITY:

Ability to interpret and understand a variety of forms, reports, manuals, regulations and other means of instruction and guidance.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by any employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires light demands with intermittent sitting, standing, walking, computer use and occasional lifting of lightweight objects.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is primarily an indoor office work area.

If you feel you qualify for the above position, you may obtain an application at the Human Resources Office or complete the General Application located at www.maconbibb.us. Applicants who are not selected to fill the position will be notified by mail. Position postings are to remain posted for at least seven working days before the position is filled so that all applicants qualified for the position will have the opportunity to apply.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER