

Conasauga Judicial Circuit - Assistant District Attorney

The District Attorney's Office in the Conasauga Judicial Circuit has an immediate opening for an Assistant District Attorney. The following duties are normal for this position; other duties may be required and assigned:

- Reviews reports submitted by law enforcement to determine whether further investigation is needed; approves or returns cases for more work; researches alternative crimes; reads and researches case law.
- Drafts accusations and indictments; evaluates and researches potential defenses; negotiates pleas to dispose of cases; dismisses cases not prosecutable.
- Develops trial strategy for each case, presents cases to grand jury; questions witnesses; answers juror's questions; determines appropriate sentence recommendations; calls arraignment calendars; attends pre-trial conferences with judge and defense attorneys.
- Subpoenas appropriate witnesses for motions; researches and argues all pretrial and post-trial motions; files motions in appropriate time frame prior to trial. Complies with discovery requirements by copying and mailing documents.

Minimum qualifications: All applicants must be a member in good standing with the State Bar of Georgia or be in good standing of another state's bar association that is eligible for reciprocity admittance to the State Bar of Georgia; and be admitted to practice before the Georgia Supreme Court and Court of Appeals. All candidates are subject to a background check. Applicants selected for hire will be subject to fingerprinting, a criminal history background check, a motor vehicle driver's history check and pre-employment drug screening; employment is contingent upon the completion and satisfactory results of each investigation.

We are located in northwest Georgia on Interstate 75. Our circuit serves Whitfield and Murray Counties. The largest city in our circuit is Dalton, GA. We are approximately 30 minutes from Chattanooga, TN and 1 hour from Atlanta, GA via I-75. We are near the Cohutta Wilderness area and Chattahoochee National Forrest. There are also several State Historical sites in and around our circuit. Our area has many opportunities for people who enjoy hiking, biking, and other outdoor recreational activities. We also have a growing downtown area that is developing more interest for young professionals and young families.

The Conasauga Judicial Circuit is an equal employment opportunity employer and in compliance with the Americans with Disabilities Act, will provide reasonable accommodations to qualified individuals with disabilities.

Salary Range: based on State pay scale (commensurate with experience) plus \$7500 county supplement

Contact Number: 706-876-1329

Submit resume and cover letter to: April Parker Email: aparker@whitefieldcountyga.com