



Fulton County, Georgia

Classification Specification

ASSISTANT DISTRICT ATTORNEY I (480007)

Purpose of Classification:

The purpose of this classification is to review, investigate, indict, and prosecute or resolve by plea felony criminal cases on behalf of the citizens of Fulton County. Positions in this classification generally perform entry level, professional legal work and under close supervision and may assist in the prosecution of cases of routine complexity.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Assists in the conduct of 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; identifies and interviews 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, indictments, and supporting documents; and prepares trial notebooks.

Prepares cases and indictments for presentation to Grand Jury: reviews case file and analyze the facts and evidence of the case; reviews criminal histories of defendants; determines appropriate charges; ensures sufficient probable cause; drafts indictments for indictable cases; subpoenas law enforcement officers and witnesses; and presents cases to Grand Jurors.

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.

Coordinates with community partners and the public to support and promote criminal justice efforts and crime prevention initiatives: educates and informs the community about the criminal justice system; and conducts and attends meetings with schools, government organizations, healthcare providers, interest groups, or other community partners.

Communicates with defense attorneys, judges, law enforcement, investigators, legal support staff, victims, witnesses, supervisor, media, government officials, other employees, the public, and other individuals as needed to coordinate work activities, review status of work, present or exchange information, provide legal counsel and interpretation, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives and reviews various documentation, including, police reports, witness statements, laboratory reports, criminal histories, defense motions, and case law updates; reviews, completes, processes, forwards or retains as appropriate; prepares or completes various forms, reports, correspondence, and other documentation, including charging documents, recidivist notices, probation revocations, sentencing recommendations, motions and legal briefs, trial summaries, and departmental reports; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Juris Doctorate Degree required; previous experience in criminal justice, legal, or generally related field is preferred; 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 Georgia State Bar Association. Must possess and maintain a valid Georgia driver's license.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all county or departmental policies, practices, and procedures necessary to function effectively in the position. Requires knowledge of federal, state, and local criminal laws; policies and procedures governing Fulton County Superior Court, and methods and techniques related to area of assignment.

Performance Aptitudes:

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to provide formal instruction through explanation, demonstration, and/or examination in a structured setting.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Fulton County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.