



Fulton County, Georgia

Classification Specification

ASSISTANT DISTRICT ATTORNEY, SUPERVISING (480033)

Purpose of Classification:

The purpose of this classification is to manage a prosecution unit of the Office of the District Attorney assigned 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 assist the District Attorney in planning, organizing, directing, and coordinating operations of the office. This classification is distinguished from the Assistant District Attorney IV by the responsibility for overall management of a functional unit of the office. This is a limited incumbent classification whose primary responsibilities involve management and oversight, but may also prosecute select upper-level felonies that represent the most serious, legally complex, high-profile, and/or significant felony and appellate cases in the County.

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.

Supervises, directs, and evaluates assigned staff; develops and oversees employee work schedules to ensure adequate coverage and control; compiles and reviews timesheets; approves/processes employee concerns and problems and counsels or disciplines as appropriate; assists with or completes employee performance appraisals; directs work; acts as a liaison between employees and management; and trains staff in operations, policies, and procedures.

Organizes, prioritizes, and assigns work; prioritizes and schedules work activities in order to meet objectives; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical expertise; and provides progress and activity reports to management.

Manages the activities and operations of a unit of the Office of the District Attorney: plans and implements short and long-term goals, objectives, and strategies for the unit; evaluates, recommends, and implements new systems, policies, procedures, or programs related to unit operations, crime prevention, offender rehabilitation, or more efficient case processing and prosecution; and drafts unit policies and procedures.

Provides management, oversight, training, and legal guidance for cases within the prosecution unit: screens and analyzes cases and evidence to determine whether to charge a crime, plea bargain, proceed to trial, or otherwise dispose of a case; approves sentencing recommendations; and determines whether to appeal adverse court rulings; creates training materials; and conducts training seminars and lectures.

Serves as part of the District Attorney's executive leadership team: participates in regular executive meetings and special assignments; assists with the development and implementation of strategic plans, goals, and strategies to accomplish the mission of the office of the District Attorney; and develops and implements special programs and projects.

Develops, defends, and administers unit budget; makes recommendations; approves or denies specific expenditures; monitors expenditures against approved budget; makes adjustments as necessary.

Oversees or conducts jury trials, preliminary and pretrial hearings, post-trial or appellate proceedings, and related courtroom proceedings: prepares and argue motions; conducts jury selection; makes opening and closing statements; presents evidence in court; and questions witnesses; makes appropriate objections and arguments; makes bond and sentencing recommendations and arguments.

Oversees or participates in the investigation, evaluation, and preparation of 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; develops case strategies; presents cases to superiors or District Attorney.

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.

Oversees or prepares cases and indictments for presentation to Grand Jury: reviews case file and analyzes 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 case 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.

Oversees or conducts pre-trial case resolution: conducts plea negotiations; consults with superiors or District Attorney regarding negotiated pleas; pleads case in court; completes restitution requests.

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; conducts and attends meetings with schools, government organizations, healthcare providers, interest groups, or other community partners; and provides resources, training, and recommendations that educate or support a specific criminal justice program/initiatives.

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.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Juris Doctorate Degree required; supplemented by five years of progressively responsible experience in criminal prosecution to include lead or supervisory experience and nine years of experience as a practicing prosecuting attorney; 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 apply principles of negotiation. Performs such in formal situations within the context of legal guidelines.

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.