

FULTON COUNTY DISTRICT ATTORNEY'S OFFICE

JOB DUTIES DESCRIPTION

Community Prosecutor Community Prosecution Division

The Office of the Fulton County District Attorney is seeking an experienced attorney to serve as a Community Prosecutor assigned to the Community Prosecution Division. The attorney assigned to this position will investigate, indict, and prosecute or resolve by plea, felony criminal cases on behalf of the citizens of Fulton County in a particular Zone or metropolitan area.

Essential Duties:

- Communicate with police officers within assigned zone
- Monitor case flow and case assignments
- Prepare daily, weekly and monthly reports as directed
- Maintain a high level of customer service
- Conducts or assists in the conduct of jury trials, preliminary and pretrial hearings, and related courtroom proceedings:
- Prepares and argue motions
- Conducts jury selection; makes opening and closing statements; presents evidence in court;
- Makes bond and sentencing recommendations
- Investigates, evaluates, and prepares cases for trial
- Organize and execute community meetings
- Participate in community events and meetings
- Research and present data on high crime areas
- Create crime prevention initiatives

Essential Skills:

- Excellent writing skills required;
- Excellent organizational skills;
- Excellent oral communication skills;
- Excellent Public Speaking skills;
- Excellent legal research skills;
- Excellent working knowledge of Lexis-Nexis;
- Ability to adjust priorities and manage time wisely in a fast-paced environment;
- Ability to communicate in a clear, concise, understandable manner, and listen attentively to others.

Qualifications:

- A Juris Doctorate degree from an accredited law school
- 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.
- A minimum of three (3) years felony prosecution experience or related criminal law experience. Supervisory experience required.
- Experience working with law enforcement agencies preferred
- Jury Trial experience preferred

Salary: \$71,697.00 - \$107,545.00