

# FULTON COUNTY DISTRICT ATTORNEY'S OFFICE

## JOB DUTIES DESCRIPTION

### **Assistant District Attorney IV Complaint Room Supervisor**

The Office of the Fulton County District Attorney is seeking an experienced attorney to serve as a Senior Assistant District Attorney Supervisor assigned to the Complaint Room. The attorney assigned to this position will process cases that are received in the Complaint Room and will be responsible for supervising the Assistant District Attorneys assigned to their shift. The hours for this position are Monday-Friday from 3:00 p.m. – 11:00 p.m.

#### **Essential Duties:**

- Supervise all employees and activities during 8 hour shift
- Receive cases from all police departments within Fulton county
- Communicate with police officers about charging decisions
- Discuss cases with police officers and answer their questions
- Ensure adequate staffing for scheduled shifts
- Monitor case flow and case assignments
- Approve the acceptance, decline or transfer of all cases received
- Review and approve all charging decisions
- Prepare cases for first appearance
- Train support staff and attorneys on substantive and procedural issues related to their functions
- Maintain training manuals for staff and certify training
- Prepare daily, weekly and monthly reports as directed
- Audit and control quantity of content, both data entry and document production
- Maintain a high level of customer service

#### **Essential Skills:**

- Excellent writing skills required;
- Excellent organizational skills;

- Excellent oral communication 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 five (5) years felony prosecution experience or related criminal law experience. Supervisory experience required.
- Experience working with law enforcement agencies preferred
- Jury Trial experience preferred

**Salary:** \$75,126.00 - \$112,734.00