

FULTON COUNTY DISTRICT ATTORNEY'S OFFICE

JOB DUTIES DESCRIPTION

Assistant District Attorney Public Integrity Unit

The Office of the Fulton County District Attorney is seeking an experienced attorney to serve as an **Assistant District Attorney** assigned to the **Public Integrity Division**. The Public Integrity Unit is a litigating unit with the responsibility for the investigation and prosecution of public officials, public figures and other persons responsible for keeping the public trust. Excellent writing and research skills are required. *Experience in preparing high profile, complex and controversial cases are preferred.*

Essential Duties:

- Make charging decisions and propose dispositions with regard to assigned cases
- Speak to a variety of audiences and train investigators and other prosecutors
- Provide advice and policy determinations in matters involving the planning, discussion, and coordination of the activities related to the litigation of public cases.
- Oversees the preparation and litigation assignments of lower graded attorneys, paralegals and clerical personnel.

Essential Skills:

- Excellent writing skills required;
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- 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.
- Experience working in a law firm or government legal office, including at least three (3) years' experience in writing legal memorandums and serving as lead counsel in complex litigation or felony criminal trials.

Salary: \$68,237.00 – \$102,355.00 (Salary commensurate with experience)

Fulton County District Attorney's Office



Investigations Division

Job Description

Job Title: **Public Integrity Senior Investigator**

SUMMARY

Under limited supervision, conducts and executes time-driven, high profile, complex, and controversial criminal investigations involving public officials, public figures and other persons responsible for keeping the public trust.

DISTINGUISHING CHARACTERISTICS

This is the second of a fourth level District Attorney Classification Series. Investigator, Senior District Attorney is distinguished from Investigator, District Attorney that the former investigates complex and unique cases, works with minimum supervision, and provides advice to other investigators as required, whereas the latter investigates routine felony cases and works with a greater degree of supervision.

ESSENTIAL JOB DUTIES

- Devises tactical plans and proper investigative methodology appropriate to each public integrity case;
- Drafts and executes search warrants, subpoenas and bank letters to secure records and financial data;
- Collects financial evidence and participates in the interview of witnesses, in support of the investigation;
- Gathers, collates and evaluates documentary, testimonial and physical evidence;
- Examines and analyzes financial records, reports and documents to determine whether a theft of money or assets has occurred or whether financial records have been altered to improperly reflect the current state of affairs of a governmental entity;
- Prepares and submits accounting and audit reports in support of the findings of the investigation;

Essential Job Duties (Continued)

- Defines and carefully follows a disguised trail of funds from illegal transactions in the investigation of embezzlement and money laundering cases;
- Conducts thorough reviews of all police officer involved shootings;
- Coordinates and assist in the selection and preparation of expert witnesses and third party contractors to assist in complex forensic and time-sensitive investigations;
- Organizes and analyzes discrete reports and compiles multiple source materials into single comprehensive reports;
- Provides written and oral recommendations for additional investigative actions, analyses of the strengths and weaknesses in documentary evidence and witness testimony, and summaries of applicable violations of the law; and
- Coordinates and participates in joint cooperative investigations between the District Attorney's Office and other law enforcement bureaus and agencies, including, but not limited to, the United States Attorneys Office, the Federal Bureau of Investigation, the Internal Revenue Service and other federal and state law enforcement offices and officials.

KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES

Thorough knowledge of the procedures, methods, and techniques of criminal investigation; knowledge of the general organization and operation of the Fulton County District Attorney's Office; knowledge of the Georgia Criminal Codes, ability to plan, supervise and carry out criminal investigations; ability to deal with people; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; tact; thoroughness; resourcefulness; good judgment and integrity.

Required Knowledge and Skills:

- Knowledge of the District Attorney's Office policies and procedures, rules of evidence, current law enforcement techniques and procedures;
- Knowledge of county, state and federal laws, regulations and ordinances;
- Knowledge of Georgia and Fulton County criminal justice court systems, procedures and protocols;
- Knowledge of budgets, Accounting and financial reporting principles;
- Knowledge of specialized and personal computer systems and software applications;

- Knowledge of professional standards utilized by Law Enforcement officials.

Required Knowledge and Skills (Continued)

- Skill in understanding law enforcement Internal Affairs Investigation systems
- Skill in preparing clear and concise reports, correspondence and other written materials;
- Skill in assessing and prioritizing multiple tasks, projects and demands;
- Skill in assessing, analyzing, identifying and implementing solutions to extremely complex legal and enforcement issues;
- Skill in interpreting laws and regulations, making decisions, maintaining composure, and working effectively under stressful conditions and emergency situations; and
- Skill in following and effectively communicating verbal and written instructions.

Education, Experience, Certifications and Licenses:

- Bachelor's degree in social or behavioral science, criminology, criminal justice, or related field and five (5) years of experience in law enforcement or in performing criminal investigations; or an equivalent related interchange of education and experience sufficient to successfully perform the essential duties of the job such as those listed;
- Georgia Peace Officer Standards and Training (POST) certification;
- Valid State of Georgia Driver's License;
- Must successfully pass a background investigation, fingerprinting, criminal and other relevant records checks;
- Must successfully qualify with a firearm.