



DAWSON COUNTY GOVERNMENT
25 Justice Way, Suite 2233
Dawsonville, GA 30534
(706) 344-3501

ASSISTANT DISTRICT ATTORNEY
DAWSON COUNTY DISTRICT ATTORNEY
Full-Time/Salary/Exempt

JOB SUMMARY

Provides legal representation for the State of Georgia in the prosecution of all criminal cases in Superior Court, Juvenile Court, Magistrate Court, and Probate Court.

ESSENTIAL DUTIES

- Reviews criminal incident and investigative reports submitted by law enforcement to determine whether further investigation is needed; approves submitted criminal cases for prosecution, returns incomplete cases for additional investigation, and dismisses cases that are not prosecutable under Georgia law.
- Researches applicable statutes and appellate case law to provide guidance to law enforcement agencies.
- Conducts legal research on, responds to, and argues all pretrial and post-trial motions in Superior Court.
- Drafts accusations, indictments, civil forfeiture complaints, motions and other pleadings necessary for the effective prosecution of various crimes.
- Develops trial strategy for each criminal case; interviews witnesses in preparation for trial and court hearings.
- Presents indictments to the Grand Jury, questions Grand Jury witnesses, and answers the Grand Jury's legal questions.
- Determines appropriate sentence recommendations and engages in negotiated plea negotiations with opposing counsel and pro-se defendants.
- Serves statutory discovery in all criminal cases on opposing counsel.
- Calls the arraignment and trial calendars and apprises the court of the status of each case.
- Conducts jury and bench trials as lead and co-counsel in Superior Court; conducts bench trials as lead counsel in Juvenile Court and Probate Court; conducts preliminary hearings in Magistrate Court.
- Writes and submits briefs and makes oral arguments to the Court of Appeals of Georgia and the Supreme Court of Georgia
- Performs other related duties as required.

KNOWLEDGE / SKILLS / ABILITY

KNOWLEDGE OF:

- **The Official Code of Georgia, Annotated.**
- **Georgia State and Federal Court Rules**

- **The United States Constitution and the Georgia Constitution.**
- **The Rules and Regulations of the Court of Appeals and Supreme Court of Georgia.**
- **Georgia and Federal law.**
- **Legal terminology, legal forms, legal pleadings, and pleading filing procedures.**
- **Microsoft Office (in particular Word and Excel), Microsoft Exchange, Microsoft Outlook.**
- **ICON (Clerk of Superior Court's Electronic Filing Software).**
- **Tracker (District Attorney's Office Electronic File Management Software).**

SKILLED IN:

- Persuasive writing and speaking.
- Effective communication.
- Organization and logical thinking.
- Use of all modern office equipment and software (Scanners, Printers, Personal Computers)

ABILITY TO:

- Communicate orally and in writing effectively and proficiently.
- Manage multiple tasks simultaneously.
- Perform duties effectively and consistently in a fast-paced environment.

COMPLEXITY

The assistant district attorney must be able to make difficult and far-ranging legal decisions in the prosecution of a criminal case, including case charging decisions. Being able to discern complex legal arguments and respond accurately and efficiently in a stressful environment is an absolute must. Attention to detail and the ability to quickly problem solve using logic and inductive and deductive reasoning is required. Having superior reading comprehension and research skills is also essential. The assistant district attorney must be familiar with all duties of all employees within the District Attorney's Office and must be able to perform any of those duties, as authorized by law, if necessary. As a member of the State Bar of Georgia, the assistant district attorney must perform their duties at all times in accordance with the Georgia Rules of Professional Conduct.

CONTACTS

- Daily contacts are other District Attorney employees, including legal administrative assistants, victim witness advocates, and investigators.
- Frequent contact with Private Attorneys, other legal professionals, court personnel, law enforcement officers, and the general public.
- Substantial contact with victims of crimes, criminal defendants, and lay witnesses in a criminal case.

ADA MINIMUM REQUIREMENTS

Scope of Performance: The purpose of this position is to provide legal representation of, and counsel to, the State of Georgia in Superior Court, Magistrate Court, Juvenile Court, and Probate Court.

Physical Ability: This work is typically performed while sitting, standing, walking, bending, reaching or stooping. The employee is frequently required to lift light, up to 10 pounds regularly, and 20 pounds occasionally. Dawson County and the Northeastern Judicial Circuit is an equal employment opportunity

employer and in compliance with the Americans with Disabilities Act, will provide reasonable accommodations to qualified individuals with disabilities.

Environmental Factors: This work is typically performed in an office and a courtroom, but the assistant district attorney will also visit crime scenes, visit crime laboratories, view autopsies, and interview lay and expert witnesses in their homes and businesses.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

Daily supervision of the assigned trial team legal administrative assistant, victim witness advocate, juvenile/magistrate/probate court coordinator, and investigator to fulfill all of the various functions and responsibilities of the District Attorney’s Office.

MINIMUM QUALIFICATIONS

- **Educational:** a Juris Doctorate Degree is required from an Accredited American Bar Association or Georgia Board of Bar Examiners approved Law School.
- **Specific License or Certification:** must be a registered member of the State Bar of Georgia in good standing or in good standing with another state’s bar association that is eligible for reciprocity admittance to the State Bar of Georgia.
- **Specific License or Certification:** must be admitted to practice before the Supreme Court of Georgia **and** the Court of Appeals of Georgia.
- Possess a valid Georgia driver license and maintain a satisfactory Motor Vehicle Record (MVR).
- Pass a background check and drug screening.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read the above job description and understand the requirements.

Signature: _____

Date: _____

Witness: _____