

Job Description: ASSISTANT DISTRICT ATTORNEY

CLASS NO. 1102

EEOC CATEGORY: Professionals

PAY GROUP: 27

FLSA: Exempt

SUMMARY OF POSITION

Supervises the preparation of and litigates felony criminal cases for a specific division within the District Attorney's office.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: District Attorney
2. Directs: Secretary II (District Attorney) or Secretary II-Narcotics (District Attorney), as assigned; may give assignments to Administrative Assistant (District Attorney).
3. Other: Has daily contact with the District Judge, District Clerk, members of law enforcement offices or agencies, attorneys, crime victims, witnesses, and the general public.

EXAMPLES OF WORK

Essential Duties*

Assigns work to and reviews work of assigned secretary;

Prepares and litigates felony criminal cases for crimes committed within the county;

Negotiates pleas with defense attorneys in criminal cases;

Prepares cases for presentation to the Grand Jury;

Prepares and ensures accuracy of subpoenas and indictments in Grand Jury cases;

Makes non-trial court appearances;

Performs new case intake and screening, including determining type of indictment, gathering evidence, conferring with witnesses, preparing subpoenas, and conferring with law enforcement officials;

Conducts legal research;

Prepares and litigates property forfeiture cases;

Views video tapes of offenses committed within the county; and

*for the purpose of compliance with the Americans with Disabilities Act (ADA)

This job description does not take into account potential reasonable accommodations.

8/2012

Chambers County

CLASS NO. 1102 (Continued)

Prepares various criminal justice reports and grant applications.

Other Important Duties*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: federal and state laws, regulations, and precedents; methods and practices of pleading criminal cases; and effective presentation techniques.

Skill/Ability to: understand and interpret complex constitutional provisions, statutes, administrative regulations, precedents, and laws; apply legal principles to individual cases or problems; organize and effectively present and/or litigate criminal cases on behalf of the county; establish and maintain effective working relationships with co-workers, county employees and officials, members of law enforcement agencies or offices, attorneys, crime victims, witnesses, and the general public; and maintain appropriate necessary certifications.

ACCEPTABLE EXPERIENCE AND TRAINING

Juris doctor degree from an accredited law school, plus experience in a District Attorney's office (prior employment as an Assistant County or District Attorney preferred);

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Texas State Bar Association license to practice law in the State of Texas.

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