

EXPERIENCED TRIAL ATTORNEY

(Assistant District Attorney)



*****This position requires a minimum of 6 years of trial experience*****

Primary Responsibilities Include:

- Six or more years of trial experience is required, including as a first chair.
- Responsible for the direct handling of all aspects of litigation from investigation through trial, including pleadings, discovery, motions, conferences,...trials, arbitrations, mediations.
- Review, investigate, indict, and prosecute or resolve by plea felony criminal cases on behalf of the citizens of Fulton County.
- Function as an expert attorney, assigned specifically to the most serious, legally complex, high-profile, and significant felony and appellate cases in the County.
- Managing a high-volume case load.
- Drafting briefs and other legal documents.
- Interviewing key witnesses.
- Preparing and gathering evidence to be used in trial.

Additional Functions: Conducts or assists in the conduct of jury trials, preliminary and pretrial hearings, post-trial or appellate proceedings, and related courtroom proceedings: prepares and argue motions; conducts jury selection; makes opening and closing statements; presents evidence in court; and questions witnesses; makes appropriate objections and arguments; makes bond and sentencing recommendations and arguments. Investigates, evaluates, and prepares cases for trial: requests and inspects records and evidence; prepares graphics and exhibits; prepares and serves discovery; makes investigative requests; identifies and interviews witnesses; observes crime scenes; obtains and reviews scientific results and analysis; subpoenas witnesses and prepares them for trial; determines need for, procures, and interviews expert witnesses; anticipates legal issues; develops case strategies; presents cases to superiors or District Attorney.

Conducts case research and documentation: researches relevant case law and interprets in relation to the facts of the case; prepares briefs and motions and responses to same; writes case summaries; drafts complaints, accusations, indictments, and supporting documents; and prepares trial notebooks. Prepares cases and indictments for presentation to Grand Jury: reviews case file and analyze the facts and evidence of the case; reviews criminal histories of defendants; determines appropriate charges; ensures sufficient probable cause; drafts indictments for indictable cases; subpoenas law enforcement officers and witnesses; and presents case to Grand Jurors. Communicates and serves as a liaison with victims, family, witnesses, and community partners: provides updates regarding case status; requests victim advocates and assists them as needed; and explains and advises regarding the investigative and judicial process.

Conducts pre-trial case resolution: conducts plea negotiations; consults with superiors or District Attorney regarding negotiated pleas; pleads case in court; and completes restitution requests. Manages caseload: attends scheduled court appearances, including plea and arraignment, status, case management, final plea, motions, and trial calendar; and schedules trial and hearing dates with judges and case managers. Coordinates with community partners and the public to support and promote criminal justice efforts and crime prevention initiatives: educates and informs the community about the criminal justice system; conducts and attends meetings with schools, government organizations, healthcare providers, interest groups, or other community partners; and provides resources, training, and recommendations that educate or support a specific criminal justice program/initiative, such as the rehabilitation of juveniles, the prevention and prosecution of human trafficking, or community crime prevention.

Minimum Qualifications: Juris Doctorate Degree required; supplemented by 6+ years of experience as a practicing prosecuting attorney and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must be registered as a member of the Georgia State Bar Association **NO EXCEPTIONS**. Must possess and maintain a valid Georgia driver's license.

Skills or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all county or departmental policies, practices, and procedures necessary to function effectively in the position. Requires knowledge of federal, state, and local criminal laws; policies and procedures governing Fulton County Superior Court, and methods and techniques related to area of assignment

Salary: \$71,697 - \$107,545

HOW TO APPLY: PLEASE SUBMIT ALL RESUMES & COVER LETTERS TO da.employment@fultoncountyga.gov

Fulton County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer