

National District Attorney Association

Job Description



Class Title:	Staff Attorney	Job Code:	176
Department:	National Traffic Law Center	Effective Date:	11/2017
		Last Revised:	10/2017

GENERAL PURPOSE

Performs a variety of **full performance level, professional duties** related to planning, developing, and delivering comprehensive and intensive technical assistance and training related to grant targeted prosecutorial specializations in the field of traffic safety, specifically in the area of commercial driving.

SUPERVISION RECEIVED

Works under the general guidance and direction of the Program Director or Senior Attorney.

SUPERVISION EXERCISED

May supervise Senior Project Coordinator(s), Project Coordinator(s), Project/Administrative Assistant(s), and/or Legal Intern(s).

ESSENTIAL FUNCTIONS

Provides legal research and writing, assists with curriculum development, responds to requests for technical assistance, collects and analyzes resource materials, and assists in the presentation of training modules and conferences.

Participates in the development and delivery of training provided to targeted student populations and association members in all areas of specialized programs, legal issues, trends, prosecutorial practices and methods; performs legal and case research and analyzes current issues for targeted training; analyzes experience levels of students and tailors course content; may coordinate with various affiliate organizations or make referrals to other professionals; makes presentations and promotes "best practice," victim safety, and offender accountability.

Provides technical assistance; receives and processes technical questions related to trends and specific cases for various prosecution efforts being contemplated or underway by NDAA members; utilizes computer resources, journals, and industry publications to conduct comprehensive research and render interpretive analysis; makes recommendations for the application of various legal decisions; in cooperation with the member, creates strategies targeting the most effective method for prosecution.

Participates in the development of national conferences and training agendas; develops and recommends curricula; assesses and recommends budgets identifying costs for development and delivery of targeted courses and conferences.

Prepares, writes, and publishes articles and reviews of court decisions; writes trial aids and various scholarly publications; prepares and issues "quick" memoranda on relevant topics in response to professional inquiries; attends various public forums and media events and responds to questions addressing current issues, reports, publications, etc.; may draft model legislation; may assist in the production of mass media presentations, podcasts, etc.

Performs workload analysis; organizes and delegates various project assignments to assigned support staff; determines deadlines and monitors work in progress to ensure timely delivery of training and/or technical assistance results; may make recommendations impacting subordinate job retention, recognition or corrective action.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from college with a doctor of Jurisprudence degree (JD);

AND

B. One to two years of progressively responsible experience as an attorney;

OR

C. An equivalent combination of education and experience. Must be licensed to practice law in the United States

2. Knowledge, Skills, and Abilities:

Considerable knowledge of rules of evidence; criminal case law; trial and courtroom practices, processes and procedures; managerial, operational, political, community and economic issues related to or affecting legal/criminal prosecution; legislative processes of state and federal government; laws, policies and regulations governing the criminal prosecution; principles of supervision; organizational communication, design, and motivation techniques; business and technical writing; professional requirements related to the retention of law licenses and the educational standards related to CLE courses and training; copyright laws; professional fund accounting standards and ethics; internal control principles and methods of application; laws and regulations pertaining to financial reporting; budgetary principles; creative problem solving processes and facilitation methods; political environment associated with intergovernmental criminal justice programs.

Working knowledge of adult learning methods; computer applications (MS Word, MS PowerPoint, Adobe Acrobat, litigation software), marketing methods, and information technologies; legal guidelines related to lobbying processes and methods.

Considerable skill in the art of diplomacy, negotiation and cooperative problem solving; leadership and organizational behavior management; skill in the operation of technology necessary for successful job performance.

Ability to implement budgets; plan, organize, direct and supervise the work of subordinates; communicate effectively verbally and in writing; establish and maintain effective working relationships with elected officials/prosecutors, legislators, executives, administrators, managers, boards, department heads, employees and the public.

3. Special Qualifications:

Must be licensed to practice law in the United States.

4. Work Environment:

Incumbent of the position generally performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting and reaching. Continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform some essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Regular travel required in normal course of job performance.



Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)