

**Chatham County Courthouse**

**133 Montgomery Street**

**Post Office Box 2309**

**Suite 600**

**Savannah, Georgia 31402**

**Telephone (912) 652-7308**

**Fax (912) 652-7328   
www.chathamcountyda.com**

**OFFICE OF THE DISTRICT ATTORNEY**

**EASTERN JUDICIAL CIRCUIT OF GEORGIA**

**SHALENA COOK JONES**

**POSITION: Assistant District Attorney**

**DEPARTMENT: District Attorney**

**SALARY: $54,400-$115,245**

**APPLY BY: Open Until Filled**

**Multiple Positions Available. Salary commensurate with Qualifications and Experience Level.**

**The District Attorney’s Office of the Eastern Judicial Circuit has openings for Assistant District**

**Attorney to work in Superior Court. Drug Prosecution experience a plus.**

**Job Summary: Under the direction of the District Attorney, you will perform professional legal work in the evaluation, processing, and prosecution of criminal cases to fair and just disposition in the State court system. You may supervise assigned administrative support personnel. You will review reports submitted by law enforcement to determine whether further investigation is needed, approve or return cases for more work, research alternative crimes, and research case law. You will also draft accusations and indictments, evaluate and research potential defenses, negotiate pleas to dispose of cases, and use discretion in dismissing cases not prosecutable. As an ADA, you will develop trial strategy for cases and present cases to the Grand Jury, as well as question witnesses, answer juror’s questions, determine sentence recommendations, call arraignment calendars, and attend pre-trial conferences with Judges and Defense Attorneys. This role also subpoenas witnesses for motions, researches and argues all pre-trial and post-trial motions, files motions timely, and complies with discovery requirements by copying and mailing documents. Other duties may be assigned.**

**Minimum Qualifications: Juris Doctorate Degree from an accredited law school. License to practice law in the State of Georgia. Must be a member in good standing of the State Bar of Georgia and be admitted to practice before the Georgia Supreme Court and Georgia Court of Appeals.**

**Knowledge, Skills, and Abilities: Possess thorough knowledge of laws and court procedures of State and Federal legislation and case law regarding criminal law and procedure. Possess thorough knowledge of Georgia rules of Evidence, State and Federal case precedents, criminal trial practice, and ethical considerations and disciplinary rules. Possess thorough knowledge of State and local ordinance violations, misdemeanors, and felonies. Possess thorough knowledge of the principles, materials, methods, and practices of legal research. Possess ability to analyze and present in an orderly fashion complex legal issues, facts, evidence and precedence. Possess excellent oral and written communication skills. Ability to work independently and in a team setting when needed.**

Please submit cover letter and resume to:

<https://employee.chathamcounty.org/ess/employmentopportunities/default.aspx>

Recruiter: Nathanael E. Wright, Director of Communications, Diversity, and Inclusion

Nwright@chathamcounty.org

912-652-7308 (Office)