



National District Attorneys Association
Senior Attorney
Job Description

GENERAL PURPOSE

Performs a variety of advanced 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 training needs for juvenile prosecutors and juvenile justice.

SUPERVISION RECEIVED

Works under the general guidance and direction of the grant Program Director.

SUPERVISION EXERCISED

May provide general supervision to Project Coordinator(s), Project/Administrative Assistant(s), and/or Intern(s).

ESSENTIAL FUNCTIONS

- Understands the mission of NDAA and adheres to the organization and staff core values.
- Provides legal research and writing, assists with curriculum development and responds to requests for technical assistance.
- Collects and analyzes resource materials and assists in the presentation of training modules and conferences, dependent upon experience level, all in the field of training needs for juvenile prosecutors and juvenile justice.
- Participates in the development and delivery of training for specifically prosecutor as well as judges, law enforcement officers, and court personnel regarding training needs for juvenile prosecutors and juvenile justice; gives technical assistance to prosecutors and others in the juvenile justice space on legal issues and prosecutorial methods and practices.
- 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; and promotes victim safety, rehabilitation, 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.
- Participates in the development of national conferences and training agendas, if applicable; develops and recommends curricula.
- Understands basic budgeting and adheres to the office standards of tracking estimated expenses and cash flow projections.
- Monitors and develops funding opportunities; identifies various solicitations issued by federal agencies.
- Prepares, writes, and publishes articles and reviews of court decisions; writes trial aids; and drafts and issues 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 assist in the production of mass media presentations, podcasts, webinars, etc.
- Performs workload analysis; determines deadlines and monitors work in progress to ensure timely delivery of training and/or technical assistance.
- Updates the Juvenile Justice page of NDAA website and the Prosecutor's Encyclopedia.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from an accredited law school with a Doctor of Jurisprudence degree (JD); must be licensed to practice law in at least one State.

AND

- B. Four to six (4-6) years of progressively responsible experience in criminal prosecution, including in the juvenile space.

OR

- C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

- Considerable knowledge of rules of evidence; criminal case law; trial and courtroom practices, processes and procedures; 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 Office Suite, Adobe Acrobat, litigation software), legal research including Westlaw, 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; 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: Travel Required; Valid Driver's License, desired.

4. Work Environment

Incumbent of the position generally performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, such as walking, standing, stooping, sitting and reaching. The position requires the ability to sit and stand for long periods of time and light lifting (25 lbs. or less). Continuous talking, hearing and seeing is 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, strategic thinking and creative problem solving. Regular travel required in normal course of job performance. The position allows for telework and therefore the incumbent would need to have access to proper technology for internet access, hosting webinars, as well as appropriate private space for such hosting.

Key Internal Relationships: Executive Director, Chief Operating Officer, Project Coordinators, senior and staff attorneys, staff members in each of the relevant departments, and interns.

Key External Relationships: Juvenile prosecutors, other criminal justice stakeholders, training and conference attendees, NDAA members, elected officials/prosecutors, and when needed, outside vendors such as conference site personnel or printers.

APPLICATIONS

To apply for the Senior Attorney position, please send a cover letter and resume to NDAA via info@ndaajustice.org. The association offers competitive compensation and a generous benefits package. NDAA headquarters are located in Arlington, VA. Consideration will be given for remote telework status for this position. Relocation expenses are not available. Applications are due no later than Friday, November 4, 2022. Final candidate will be asked for verifiable references.

ABOUT

The National District Attorneys Association (NDAA), is the oldest and largest national, nonpartisan organization representing state and local prosecutors in the country. Formed in 1950, NDAA has more than 5,500 members and our mission is to be the voice of America's prosecutors and to support their efforts to protect the rights and safety of the people by providing our members with the knowledge, skills, and support they need to ensure justice is attained. NDAA is located in Arlington, VA near the Crystal City Metrorail. NDAA is an equal opportunity employer.

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