



## **National District Attorneys Association Staff Attorney, National Traffic Law Center Job Description**

### **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. This staff attorney role will be hired as a fully grant-funded position. The attorney will assist the National Traffic Law Center (NTLC) Program Director and Senior Attorney with deliverables related to requirements from the Federal Motor Carrier Safety Administration and requests for assistance from other traffic safety partners pertaining to commercial driver's license.

### **SUPERVISION RECEIVED**

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

### **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 may assist in the presentation of training modules and conferences, dependent upon experience level, all in the field of traffic safety.
- Participates in the development of training for prosecutors, judges, law enforcement officers, court personnel and motor vehicle administrators regarding traffic safety and may participate in training of these partners; gives technical assistance to traffic safety professionals on legal issues and prosecutorial methods and practices; participates in the development of national conferences and training agendas.
- Performs legal and case law research and analyzes current issues in traffic safety areas; may coordinate with various affiliate organizations or make referrals to other professionals; and promotes 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 and traffic safety professionals; utilizes computer resources, journals, and industry publications to conduct comprehensive research.
- Understands basic budgeting and adheres to the office standards of tracking estimated expenses and cash flow projections.
- Prepares, writes, and publishes article; reviews court decisions, prepares and issues memoranda on relevant topics in response to professional inquiries; attends various public forums and media events and may assist in the production of mass media presentations, podcasts, webinars, etc.
- Performs workload analysis; works with Supervisor to determine deadlines and monitors work in progress to ensure timely delivery of assignments.
- Performs other related duties assigned.

### **MINIMUM QUALIFICATIONS**

1. Education and Experience:  
Graduation from an accredited law school with a Doctor of Jurisprudence degree (JD); must be licensed to practice law in at least one State in the United States.

AND

One to three years of progressively responsible experience as an attorney, with traffic law experience preferred.

OR

An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

- Considerable knowledge of rules of evidence; traffic law, 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; professional ethics; laws and regulations pertaining to financial reporting; budgetary principles; creative problem solving processes and facilitation methods;
- Working knowledge of adult learning methods; computer applications (MS Office Suite, Excel, Adobe Acrobat, litigation software), legal research including Westlaw, marketing methods, and information technologies.
- 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: Regular Travel Required, Valid Driver's License, desired.

4. Work Environment

The Staff Attorney generally works in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, such as moving inside the office to access storage cabinets and office machinery and moving equipment or boxes of 25 lbs or less. The position requires the ability to remain stationary for long periods of time.

The person in this position frequently communicates with individuals who have inquiries about needed resources and information and may often be required to create and edit documents, manuscripts, reports, and grant applications. The Staff Attorney must be able to exchange accurate information in these situations. Additional responsibilities include the input and output of data from electronic systems and the ability to operate a computer, calculator and copier/printer.

Regular travel is required in the normal course of job performance to attend conferences, forums and other meetings as requested. Some travel for training, curriculum development and the presentation of material to audiences of both large and small sizes may occur in the normal course of job performance.

Mental application utilizes memory for details, strategic thinking and creative problem solving.

Key Internal Relationships: Executive Director, Chief Operating Officer, Director of the National Traffic Law Center (NTLC), Senior and Staff attorneys, staff members in NTLC and each of the relevant departments, and interns.

Key External Relationships: Traffic Safety Resource 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 Staff Attorney position, please send a cover letter and resume to NDAA via [info@ndaajustice.org](mailto: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, September 11, 2020. 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 5,000 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.