

## **JOB DESCRIPTION**

### **ASSISTANT DISTRICT ATTORNEY**

Exempt

#### **SUMMARY:**

Prosecute and defend all manner of civil and criminal matters in various levels of trial. Must assist in the mentoring and development of support staff and must always be ready to temporarily act in place of an unavailable or absent Assistant District Attorneys and the Elected District Attorney. Handle criminal and juvenile matters including Aggravated Sexual Assaults, Burglaries, Thefts, Failure to Register as a Sex Offender, and DWI's, including Grand Jury intake of assigned cases.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Makes decisions and/or counsels with victims, or law enforcement concerning the commencement of proceedings in court.
2. Drafts and presents indictments, motions, briefs and responses necessary to conduct litigation.
3. Appears in court to select juries, to present and cross-examine evidence, to make legal argument, and to act as an oral advocate
4. Identifies, finds, and prepares witnesses to present testimony effectively in court or related forums
5. Counsels and advises victims within the bounds of confidentiality, when applicable, regarding legal issues in all phases of litigation
6. Identifies and prepares non-testimonial forms of evidence for use in court
7. Negotiates with others to settle litigation or other contested matters or to assist in solving problems with legal implications
8. Conducts and/or supervises investigations and/or civil and criminal discovery proceedings
9. Develops knowledge and expertise in applicable areas of law to keep pace with constant developments and to impart this knowledge and skill to others in various settings
10. Fills in for Elected District Attorney when he is unavailable
11. Keeps all office support staff and attorneys up to date to changes in procedures for assignments of duties
12. Updates Computer Spreadsheet List of cases Pending Grand Jury for Bee, Live Oak, and McMullen

#### **MINIMUM REQUIREMENTS:**

Juris Doctorate (JD) degree and license to practice law in the State of Texas. Must be a member in good standing of the State Bar of Texas. Prior experience in the relevant areas of law is required. Knowledge of all applicable laws and procedures is essential. Ability to work efficiently and effectively in high-pressure situations and ability to communicate effectively. Excellent, advanced oral and written communication and presentation skills evidenced by senior

level courtroom pleading/arguing skills. Must possess advanced senior professional level of analytical ability and be professionally polished/versed in the art of being diplomatic and tactful in addition to the use of good judgment and common sense. Must possess necessary writing skills at a well-advanced and professionally creative level to communicate information and directions to attorneys, detectives, police agencies and citizens. Must have solid, up to date working knowledge and understanding of penal statutes, family code, and code of criminal procedures as well as full comprehension of case holdings and departmental policies. Must be computer literate

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

While performing the duties of this position, the attorney is regularly required to walk, sit, stand, bend, stoop, grasp, lift, reach, pull and push.

**OTHER REQUIREMENTS:**

Regular attendance is essential. Must arrive at work on time, prepared to perform assigned duties and work assigned schedule. Must have the ability to work well with others. Incumbent must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves and others. Requested accommodations to work hours and schedules are considered on an individual basis.

**DECISION MAKING:**

This attorney constantly exercises substantial professional discretion and independence under general supervision of the Elected District Attorney. The attorney should expect to provide input into certain policy-making decisions, although the position carries no policy making power.

**CONTACTS:**

Interacts with other departmental supervisors and peers, other County agencies and staff, outside state agencies, witnesses, clients, judges, and opposing counsel.