

## **Appalachian Judicial Circuit - Assistant District Attorney**

The District Attorney's Office in the Appalachian Judicial Circuit has an opening for a State paid Assistant District Attorney.

Principal duties and responsibilities include, but are not limited to:

- Investigating and prosecuting felony and misdemeanor cases; reviewing case files and ensuring that all relevant evidence has been secured, properly documented, and organized for efficient disposition of the investigation or prosecution;
- Interviewing lay, expert and law enforcement witnesses;
- Analyze case files and drafting memoranda concerning charging decisions;
- Presenting cases to grand juries;
- Trying cases;
- Examining and preparing witnesses for trial;
- Planning trial strategy and researching all points of law;
- Drafting memoranda regarding complex legal issues;
- Researching, writing, and arguing motions and court orders;
- Training/advising law enforcement personnel on issues, including obtaining necessary evidence to prosecute crimes;
- Negotiating with opposing counsel;
- Assisting in the training and mentoring of junior attorneys and staff; and
- Other duties as assigned.

### **Preferred Qualifications: Qualifications/Requirements**

The office is looking for a candidate with a background in litigation. The applicant must be a member in good standing with the State Bar of Georgia, and be admitted to practice before the Georgia Supreme Court and Georgia Court of Appeals or be in good standing with another state's bar association and eligible for reciprocal admission to the State Bar of Georgia.

A criminal background check is completed on all candidates.

Employment is contingent upon the completion and satisfactory results of the background investigation, a motor vehicle driver's history check, a valid driver's license, no impediment to being an insured driver and applicants for hire will be subject to fingerprinting and drug screening.

## **Knowledge/Skills/Abilities**

The successful candidate must possess excellent communication skills, both oral and written; must be detail-oriented; strong organizational and interpersonal skills are a must; must be able to work well in a team environment, while at the same time have the ability to work independently; must demonstrate a strong sense of personal responsibility and leadership skills, as well as a commitment to serving the community and working with the public.

The Appalachian Judicial Circuit is an equal employment opportunity employer and in compliance with the American with Disabilities Act, will provide reasonable accommodations to qualified individuals with disabilities.

**Salary Range:** Salary and benefits will be commensurate with experience.

**Submit resume and cover letter to:**

**Lisa Vineyard**

**Email: [lvineyard@pacga.org](mailto:lvineyard@pacga.org)**