



Jonathan L. Adams
District Attorney

Dorothy V. Hull
Chief Assistant District Attorney

**OFFICE OF THE DISTRICT ATTORNEY
TOWALIGA JUDICIAL CIRCUIT
STATE OF GEORGIA**

Assistant District Attorneys:
E. Wayne Jernigan, Jr, Deputy Chief
Leslie A. Tilson, Deputy Chief
James L. Moss ▪ Carolee R. Jordan
J. Maxwell Smith ▪ Jessica B. Haygood
Mark S. Daniel ▪ Christina E. Ling

September 6, 2024

Towaliga Judicial Circuit - Assistant District Attorney

The District Attorney's Office in the Towaliga Judicial Circuit, serving Butts, Lamar, and Monroe Counties, has an opening for an Assistant District Attorney. The following duties are normal for this position; other duties may be required and assigned:

- Reviews reports submitted by law enforcement to determine whether further investigation is needed; approves or returns cases for more work; research alternative crimes; reads and researches case law.
- Drafts accusations and indictments; evaluates and researches potential defenses; negotiates pleas to dispose of cases; dismisses cases not prosecutable.
- Develops trial strategy for each case, presents cases to grand jury; questions witnesses; answers juror's questions; determines appropriate sentence recommendations; calls arraignment calendars; attends pre-trial conferences with judge and defense attorneys.
- Subpoenas appropriate witnesses for motions; researches and argues all pretrial and post-trial motions; files motions in appropriate time frame prior to trial. Complies with discovery requirements by copying and mailing documents.

Minimum qualifications: All applicants must be waiting on results from the current bar exam, or a member in good standing with the State Bar of Georgia or be in good standing of another state's bar association that is eligible for reciprocity admittance to the State Bar of Georgia; and be admitted to practice before the Georgia Supreme Court and Court of Appeals. All candidates are subject to a background check. Applicants selected for hire will be subject to fingerprinting, a criminal history background check, a motor vehicle driver's history check and pre-employment drug screening; employment is contingent upon the completion and satisfactory results of each investigation.

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

Salary Range: Starts at \$65,000 and based on experience

Contact Number: (478) 994-7652

Submit resume and cover letter to: Email - fnorris@pacga.org