



HALL COUNTY CLASS SPECIFICATION

JOB TITLE: ASSISTANT DISTRICT ATTORNEY

JOB CODE: 315/GRADE 21

FLSA STATUS: EXEMPT

REPORTS TO: DISTRICT ATTORNEY

DEPARTMENT (S): DISTRICT ATTORNEY

JOB SUMMARY

Incumbents assist the District Attorney in serving as lead counsel for the State in felony jury trials. Duties and responsibilities include, but are not limited to, preparing and presenting cases for prosecution and disposition in court; preparing sentence, plea and bond recommendations; preparing case files, evidence and witness statements; interviewing victims and witnesses and conducting law enforcement training, and performing additional tasks as assigned.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Drafts accusations and indictments; evaluates and researches potential defenses; and dismisses non-prosecutable cases.

Interviews witnesses, victims, and other people related to the case.

Reviews cases submitted by investigators; reads police reports and determines whether further investigation is needed; approves or returns cases for more work; reads and researches law.

Prepares cases for indictment by determining whether or not to indict and determines which charges to file.

Presents cases to grand jury including questioning witnesses and answering juror questions.

Subpoenas appropriate witnesses for motions.

Research and argues all pre-trial and post-trial motions and files motions in appropriate time frame prior to trial.

Researches and writes briefs on appellate cases and represents the State in motions before the court.

Conducts negotiations with defense attorneys.

Develop trial strategy for each case, organizes opening and closing arguments, presents evidence at trial, and consults with supervisor on trial strategy.

Performs other relevant work as assigned.



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Regular and predictable attendance is required.

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience:

Juris doctorate degree

One year of related experience and/or training including litigation and criminal law experience.

Licenses and Certifications:

Must possess and maintain valid membership in the Georgia Bar Association, Court of Appeals of the State of Georgia, and Supreme Court of the State of Georgia.

Knowledge, Skills and Abilities:

Knowledge of the policies, procedures, and activities of the Office of the District Attorney as they pertain to the performance of duties relating to the position of Assistant District Attorney.

Knowledge of the techniques, principles, and procedures related to court proceedings and the criminal justice system.

Knowledge of principles of criminal and civil law, judicial procedures, and Rules of Evidence.

Knowledge of legal research techniques and legal terminology.

Knowledge of modern investigatory techniques.

Ability to communicate clearly and concisely both orally and in writing.

Ability to maintain effective working relationships.

Ability to use independent judgment in routine and non-routine situations.

Ability to maintain confidentiality related to complex legal matters

Ability to communicate effectively both orally and in writing

ADA MINIMUM REQUIREMENTS

Physical Ability:

Essential functions of this position continuously require the ability to remain in a stationary position (sitting or standing); operate a computer and other office machinery, such as a calculator, copier, and printer. Incumbents must continuously be able to think analytically; handle stress and emotion, concentrate on tasks, remember names and other details; examine and observe details; make decisions, and adjust to change. Incumbents must also continuously direct others; meet deadlines; stay organized; use math/calculations and use a keyboard/type.

Essential Functions frequently require the ability to move about inside the office; and move/transport items up to 10lbs.



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Essential functions occasionally require the ability to bend body downward and forward by bending spine and legs, and twisting at the waist, hips or knees; reach overhead; push or pull; and repetitively use hands/arms/legs. Incumbents in this position are occasionally required to be on-call and work irregular hours.

Sensory Requirements:

Essential functions regularly require the ability to use effective verbal and written communication; and use of hand/eye coordination and fine manipulation to use equipment.

Environmental Factors:

Essential functions of this position continuously require the ability to either work with others or work alone.

This class specification should not be interpreted as all-inclusive, as it is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification.

Reviewed by HR: 2/23/26