

Job Description: FIRST ASSISTANT DISTRICT ATTORNEY

CLASS NO. 1128

EEOC CATEGORY: Professionals

PAY GROUP: Unclassified

FLSA: Exempt

SUMMARY OF POSITION:

Reviews felony cases; prepares cases for prosecution and/or court hearing for which the District Attorney's office has responsibility; and presents and/or prosecutes cases for the grand jury, and/or district court.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: Criminal District Attorney.
2. Directs: Does not supervise other employees but may assign and review work of investigator and Secretary.
3. Other: Works closely with other departmental employees, other county departments, law enforcement agencies, court personnel, other governmental and social service agencies, outside attorneys, and the general public.

EXAMPLES OF WORK:

Reviews felony cases to determine the legal and factual sufficiency of the case;

Litigates felony prosecutions, including handling pleas, arraignments, probation revocations, and other hearings;

Represent cases to grand jury;

Advises law enforcement agencies on procedure, policy, and law;

Communicates with county and district clerks, law enforcement agencies, attorneys, general public, and others regarding cases before the court;

Responds to correspondence from persons making inquiry to or requesting information from the department;

Writes appeals, briefs, and correspondence;

Performs legal research necessary for felony criminal prosecution; and

Interviews and prepares witnesses for court hearing.

CLASS NO. 1128 (Continued)

Other Important Duties*

Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: Judicial principles, criminal law principles, Texas Code of Criminal Procedures, Texas Penal code, and public law.

Skill to: operate a computer to process and retrieve data and information.

Ability to: develop research methods and perform legal research; receive and follow general instructions and make decisions; consult knowledgeably with victims, witnesses, law enforcement personnel and defendants; analyze facts, procedures, and legal precedent; present facts and precedents effectively in court and in writing; establish and maintain effective working relationships with other county employees and officials, court personnel, other attorneys, and the general public; and communicate effectively both orally and in writing, including ability to present cases effectively before courts and/or juries.

ACCEPTABLE EXPERIENCE AND TRAINING:

J. D. or L.L.B degree from an accredited law school plus two years of litigation experience; and abilities.

CERTIFICATES AND LICENSES REQUIRED:

License from the Texas State Bar to practice law in the State of Texas.