

*Job Post Assistant District Attorney I for District Attorney's Office, 22<sup>nd</sup> JDC*

*St. Tammany and Washington Parishes*

**Assistant District Attorney I Job Responsibilities:**

This person is responsible to provide legal counsel and execute legal imperatives or actions in all criminal prosecutions for the District Attorney's Office for the 22<sup>nd</sup> Judicial District, State of Louisiana. Employees in this classification perform professional, legal, administrative, and supervisory work. Position is responsible for providing counsel and on reviewing, preparing and providing counsel on criminal matters. Incumbent prepares and or reviews criminal matters, prepares legal documents, provides legal advocacy and represents the office as a legal resource person for criminal prosecutions including Felony, Misdemeanor and Juvenile. This is an entry level position in the Assistant District Attorney series characterized by the responsibility for the preparation, processing and recording of legal and other official documents such as court actions, subpoenas, criminal warrants, legal descriptions and official notices. Incumbents also prosecute misdemeanor cases. This position is distinguished from the other positions in the series in that the higher positions require additional work experience.

**Job Duties:**

- Prosecutes felony & misdemeanor criminal activity.
- Conducts pre-trial interviews with defendants, witnesses, defense attorneys and arresting officers, negotiates with defendants and defense attorneys; prepares cases for trial.
- Screens misdemeanor violations and other cases as assigned.
- Creates and drafts petitions and/or motions.
- Signs and accepts Bills of Information.
- Amends Bills of Information and/or traffic tickets to correct errors.
- Runs court docket; works closely with clerks and sheriff's office employees.
- Conducts and participates in various motions, preliminary hearing, bond reductions, returns of seized property, and motions to quash.
- Enters and compiles data and other computer information to determine the status of pending criminal charges.
- Tracks pending cases to monitor pertinent information; advises colleagues on defendant's status.
- Performs legal research and data entry tasks.
- Instructs, assigns, reviews and plans the work of others, assigned to his direct control.
- Interacts with public, law enforcement agencies and Judges on Criminal Division matters.
- Evaluates reports to determine appropriate legal action.
- Conducts conflict resolution between public, witnesses and staff, handles case and legal and administrative procedures deemed problematic in the Criminal Division.
- Reviews District Attorney files and records as needed to respond to victims and witnesses; reviews and monitors open case list.
- As needed performs clerical tasks such as typing, copying, filing, faxing, scanning and answering the phone.
- Performs the work of subordinate Assistant District Attorneys and other related work as required.

**Skills and Qualifications:**

Applicant must have

- At least 6 months of legal experience in criminal matters.
- Knowledge of legal terminology and of State, Juvenile, City and District Court proceedings.
- Knowledge of the principles of legal research in Lexis and Westlaw.
- Knowledge of supervisory principles and practices.
- Skills in conflict resolution.
- Skill in communicating and writing clearly and concisely
- Skill in rendering defensible decisions and opinions.
- Skill in negotiating and mediating resolutions of disputed items.

- Skill in operating a variety of modern office equipment and software in processing information in prescribed formats. Knowledge of: Microsoft Office Suite to include Word, Excel, Outlook, and PowerPoint.
- Typing using the QWERTY keyboard or equivalent of at least 20 words per minute.
- Ability to interpret law.
- Ability to understand oral and written instructions.
- Ability to serve the public with patience, tact and integrity.
- Ability to utilize a wide variety of descriptive data and information, such as legal publications, law books, pleadings, court records, dockets, legislative acts, computer programs and formbooks.
- Ability to establish and maintain effective working relationships with supervisor and fellow employees.
- Ability to establish guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations.
- Ability to apply principles of persuasion and/or influence.
- Ability to handle stressful situations.
- Ability to interpret, local state and federal codes, laws, rules, and regulations as applicable to the Criminal Justice environment.

### **Salary Range**

Starting salary commensurate with experience --with retirement and other parish benefits including paid health for employee.