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**OFFICE OF THE DISTRICT ATTORNEY  
EASTERN JUDICIAL CIRCUIT OF GEORGIA  
SHALENA COOK JONES**

**POSITION:** Assistant District Attorney – Counter Narcotics Team (CNT)  
**DEPARTMENT:** District Attorney  
**SALARY:** Salary commensurate with Qualifications and Experience  
**APPLY BY:** Open Until Filled

The District Attorney's Office of the Eastern Judicial Circuit is seeking a dynamic candidate to serve as Assistant District Attorneys to work in the Counter Narcotics Unit (CNT).

**Job Summary:** Under the direction of the District Attorney, you will perform professional legal work in the evaluation, processing, and prosecution of criminal cases to fair and just disposition in the State court system. You may supervise assigned administrative support personnel. You will review reports submitted by law enforcement to determine whether further investigation is needed, approve or return cases for more work, research alternative crimes, and research case law. You will also draft accusations and indictments, evaluate and research potential defenses, negotiate pleas to dispose of cases, and use discretion in dismissing cases not prosecutable. As an ADA, you will develop trial strategy for cases and present cases to the Grand Jury, as well as question witnesses, answer juror's questions, determine sentence recommendations, call arraignment calendars, and attend pre-trial conferences with Judges and Defense Attorneys. This role also subpoenas witnesses for motions, researches and argues all pre-trial and post-trial motions, files motions timely, and complies with discovery requirements by copying and mailing documents.

Specific CNT duties include:

- Handling investigations ranging from low level street dealing to high level electronic eavesdropping cases.
- Working on extremely sensitive information including the debriefing of cooperating defendants, drafting of cooperation agreements, and working closely with law enforcement agency partners involved in investigating the crimes.
- Consulting with law enforcement in real time as it relates to legal matters. The majority of these situations include search warrants and warrantless search situations. ADAs are also called upon to assist in training members of law enforcement on developments in the law that affect the manner in which they police the community.

**Minimum Qualifications:** Juris Doctorate Degree from an accredited law school. License to practice law in the State of Georgia. Must be a member in good standing of the State Bar of Georgia and be admitted to practice before the Georgia Supreme Court and Georgia Court of Appeals.

**Knowledge, Skills, and Abilities:** Possess thorough knowledge of laws and court procedures of State and Federal legislation and case law regarding criminal law and procedure. Possess thorough knowledge of Georgia rules of Evidence, State and Federal case precedents, criminal trial practice, and ethical considerations and disciplinary rules. Possess thorough knowledge of State and local ordinance violations, misdemeanors, and felonies. Possess thorough knowledge of the principles, materials, methods, and practices of legal research. Possess ability to analyze and present in an orderly fashion complex legal issues, facts, evidence and precedence. Possess excellent oral and written communication skills. Ability to work independently and in a team setting when needed.

Please submit cover letter and resume to:

Nathanael E. Wright, Deputy Chief Assistant (he/him/his)  
Communications, Diversity and Inclusion, Office of the District Attorney, Eastern Judicial Circuit  
[nwright@chathamcounty.org](mailto:nwright@chathamcounty.org) 912-652-7308