



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

JOB POSTING

Position: ASSISTANT DISTRICT ATTORNEY III-IV
Department: Chatham County District Attorney's Office (**Motions and Appellate Practice**)
Salary Range: \$81,639.80 - \$133,065

The District Attorney's Office for the Eastern Judicial Circuit has openings for Assistant District Attorneys with an interest in appellate practice. Candidates who meet the minimum qualifications are welcome to apply.

General Duties include, but are not limited to:

- Conducting legal research, reviewing trial transcripts and exhibits, drafting legal memoranda and appellate briefs.
- Evaluating post-conviction cases for substantive legal issues and formulating an appellate strategy to regarding the same.
- Arguing motions for new trial, and other motions as assigned, before the Superior Court.
- Representing the State at oral argument before the Georgia Court of Appeals and Supreme Court.
- Questioning witnesses at in-person and remote court hearings on an as needed basis.
- Performing other duties that may be assigned by the District Attorney based on the needs of the office.

Minimum Qualifications for this Specialty Area: Candidate must be a licensed attorney in good standing admitted in Georgia or any other jurisdiction that offers reciprocal admission. Candidate must be admitted or able to obtain admission to the Georgia Appellate Court and Supreme Court. Candidate should have knowledge of appellate procedure and experience conducting legal research and drafting substantive legal briefs. Candidate should be comfortable with the use of technology to include Westlaw, Microsoft Word, and Webex. Knowledge of Georgia criminal law and the Federal Rules of Evidence is preferred but not required. Candidate should have the ability to travel as necessary to attend oral argument at Georgia's appellate courts in Atlanta when required.

To Apply: Email resume and cover letter to daoemploymentapp@chathamcounty.org

Note: The District Attorney's Office is an Equal Opportunity Employer. All applicants will be considered for employment regardless of race, color, religion, age, sex, sexual orientation, genetic information, gender identity, national origin, medical, veteran or disability status.