



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

JOB POSTING

Position: ASSISTANT DISTRICT ATTORNEY, I-IV
Department: Chatham County District Attorney's Office
Salary Range: Based on professional experience, years in practice, and Chatham County pay scale
Date Range: Continuous Openings

The District Attorney's Office of the Eastern Judicial Circuit has openings for dynamic, forward thinking Assistant District Attorneys. Positions are available in the felony, misdemeanor and juvenile court divisions.

Job Summary: Under the direction of the District Attorney, Applicant will perform professional legal work in the evaluation, processing, and prosecution of criminal cases to a fair and just disposition. Applicant may supervise assigned administrative support personnel. Applicant will review reports submitted by law enforcement to determine whether further investigation is needed, research applicable law, and develop case strategy. Applicant will also draft charging instruments, negotiate pleas, and use discretion in dismissing cases not prosecutable. Applicants must have strong trial advocacy skills and be prepared to argue pre-trial and post-trial motions, and comply with discovery rules. Other duties may be assigned as needed.

Minimum Qualifications: Juris Doctorate Degree from an accredited law school. License to practice law in the State of Georgia is preferred, but Applicants licensed in other states that share reciprocity with Georgia will also be considered.

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 Rules of Evidence, State and Federal case precedents, criminal trial practice, and rules of ethical conduct and professionalism. Possess thorough knowledge of the principles, materials, methods, and practices of conduct 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 as necessary.

All applications should be directed to the attention of:
Ms. Emma Washington @ ewashington@chathamcounty.org.
Please put JOB POSTING in the Re: line.