



**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 (**Special Victims Unit**)  
**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 Special Victims cases. Candidates who meet the minimum qualifications are welcome to apply.

**General Duties include, but are not limited to:**

- Evaluating, charging, and prosecuting assigned criminal cases to final conclusion.
- Reviewing reports submitted by law enforcement to determine whether further investigation is needed, approving or returning cases for further investigation, researching alternative charges based upon potential defenses, and developing a trial strategy.
- Drafting accusations and indictments, presenting cases to the grand jury, questioning witnesses, attending pre-trial conferences and hearings, engaging in plea negotiations, and exercising discretion to dispose of cases that lack prosecutorial value and evidentiary support.
- Research and argue all pre-trial and post-trial motions, comply with discovery requirements, and represent the State at trial.
- Perform other duties that may be assigned by the District Attorney based on the needs of the office.

**Minimum Qualifications for this Specialty Area:** All domestic violence, sexual assault, child abuse, and elder abuse cases are considered Special Victims assignments. Interested applicants must be a licensed attorney in good standing either in Georgia or any other state that has reciprocity with Georgia. The ideal candidate should have experience and/or training in special victims' cases or have a demonstrated interest in this line of work. Prosecutors assigned to this caseload may be expected to participate in cross-training with law enforcement agencies and attend regular meetings with multi-disciplinary task force(s) and victims service agencies. Experience in this area is desired. Ideal candidates should also have an interest in community outreach and education on the complexities of special victims matters. Knowledge of the State and Federal law is preferred for out of state applicants.

**To Apply:** Email your resume and cover letter to [daoemploymentapp@chathamcounty.org](mailto: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.*