

DEPUTY DISTRICT ATTORNEY I

NATURE OF WORK: The purpose of the job classification is to provide legal counsel and prosecution for victims and the State of Alabama. The job incumbent reports to and consults with the District Attorney or the Chief Deputy District Attorney. The job incumbent is responsible for appearing in court, assembling and collecting case evidence, examining and instructing witnesses, preparing legal documents and consulting with defense attorneys concerning case dispositions.

MAJOR DUTIES AND TASKS: The following job description was developed through a Job Analysis to include the major and most frequent duties and tasks; however, the job may involve other legal services related to the District Attorney's Office.

- Prosecutes cases assigned by the District Attorney.
- Researches, interprets and summarizes legal issues.
- Prepares legal documents (i.e., motions, proposed orders, briefs, condemnations, responses to Rule 32 petitions and habeas corpus petitions).
- Prepares cases for presentation to grand jury.
- Attends grand juries, advises them in relation to matters of law, and presents evidence before them.
- Assists other Deputy District Attorneys as needed.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of policies and procedures of the District Attorney's Office.
- Knowledge of the Code of Alabama and Alabama Rules of Court.
- Knowledge of the structure and scope of city, county and state government agencies and courts to includes services, programs, duties and responsibilities associated with various city, county and state departments as needed to refer citizens or District Attorney staff to appropriate personnel, process paperwork or seek/provide advice on actions to be taken.
- Skill in determining appropriate and correct legal proceedings.
- Skill in preparing cases, drafting motions and briefs and negotiating with attorneys and judges.
- Skill in oral communication to include using tact and diplomacy, being articulate and concise, advising staff and resolving conflicts/problems diffusing tense situations, and being empathetic in order to relay, exchange or obtain important information.
- Ability to establish effective working relationships with victims of crime, government officials, community leaders, media, law enforcement, the general public, and other District Attorney staff members.
- Ability to perform legal research.
- Ability to handle information of a sensitive and confidential nature and to maintain the confidentiality of legal, criminal, or personnel issues using good judgment and knowledge of what information can be provided or released.

MINIMUM QUALIFICATIONS:

- Juris Doctor of Law
- Possession of a certificate of admission to the Alabama State Bar.