

**MACON-BIBB COUNTY GOVERNEMENT
PLEASE POST FOR ALL POTENTIAL APPLICANTS TO READ**

POST DATES: 06/05/2015 to Until Filled

EEOC CODE:

CLASS CODE:

CLASSIFICATION TITLE: Assistant District Attorney **JOB CLASS (GRADE):**

MIN SALARY: Negotiable

WORK WEEK: MON-FRI

LOCATION: District Attorney's Office

DEPT. HEAD: David Cooke

WORK HOURS: 8:30am-5:30pm

NEW REQUIREMENT

REPLACEMENT

Job Summary: This position is responsible for the prosecution of felony criminal cases in Bibb, Peach and Crawford counties.

Duties and Responsibilities:

1. Prosecutes felony criminal cases.
2. Investigates the facts of particular cases to gather evidence.
3. Reviews evidence and maintains control of evidence in trial.
4. Obtains search, criminal and arrest warrants.
5. Interviews complainants, witnesses, victims, suspects and informants in person and by telephone; obtains statements.
6. Develops intelligence resources for use in investigations; helps coordinate undercover operations.
7. Assists other law enforcement agencies with investigations upon request; provides information on criminal activity in federal, state, and local enforcement agencies.
8. Prepares cases for presentation to the Grand Jury.
9. Handles bond motions, probation violations and extraditions in court.
10. Litigates felony criminal trials and any post-trial issues that arise.
11. Represents the State before the Georgia Supreme Court and the Georgia Court of Appeals.
12. Attends training sessions as required.
13. Performs other related duties as assigned.

Minimum Qualifications

1. Four (4) year degree and a Juris Doctor from an accredited law school. Also must be sworn in to practice before in Supreme Court of Georgia and the Georgia Court of Appeals.

Working Conditions

1. Works in temperature-controlled office environment.
2. Moderate travel
3. High activity, multiple deadlines, constant interruptions
4. High visibility of behavior.

If you feel you qualify for the above position apply online at www.maconbibb.us or in person at the Human Resources Department, Macon-Bibb County. Applicants who are not selected to fill the position will be notified by mail or email. Position openings are to remain posted for at least seven (7) working days before the position is filled so that all applicants qualified for the position will have an opportunity to apply.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER