

MONROE COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: ASSISTANT DISTRICT ATTORNEY

PURPOSE OF CLASSIFICATION

The purpose of this classification is to represent the Commonwealth in prosecuting criminal cases through all legal proceedings including preliminary hearings, pre-trial motions, trials, and appeals; and to provide guidance and assistance to other staff members as needed.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Interviews victims, witnesses, law enforcement officers, detectives, and others in researching assigned cases.

Reads and analyzes various discovery materials in preparing for cases, including police incident reports, investigation reports, criminal histories, driver's histories, medical reports, lab reports, certified criminal and conviction records, expert reports, and others.

Prepares and files in court criminal charges against offenders.

Argues and/or negotiates cases in preliminary hearings and pre-trial motions; negotiates plea agreements with attorneys.

Litigates hearings for arraignment, bail, parole, probation, and sentencing.

Serves as prosecuting attorney in court trials and conducts jury selection, makes opening statements, conducts direct and cross examinations, and delivers closing statements.

Presents oral arguments in appellate court.

Represents the Commonwealth in handling Juvenile Court cases through all stages of legal proceedings from detention to adjudication.

Reviews and approves search warrants and various felony criminal complaints.

Prepares legal briefs, legal correspondence and memoranda, subpoenas, pleadings, motions, and petitions.

Prepares and submits sentencing agreements, felony to misdemeanor pleas, and arrest documents to District Attorney for approval.

Negotiates plea agreements with attorneys.

Presents legal arguments for sentencing of defendants.

Serves as victim advocate by representing victims at Protection from Abuse Contempt Hearings; accompanies child victims to physical and medical examinations.

Provides assistance to law enforcement agencies on an assigned 24-hour on-call basis.

Performs routine administrative duties including maintaining office files and records, copying and faxing documents, typing forms and reports, and answering the telephone.

Confers with victims, witnesses, law enforcement officers, District Attorneys, defense attorneys, private attorneys, District Judges, other court judges, medical personnel, court clerks, probation officers, other county and department staff.

Refers to state and federal statutes, legal opinions, treaties, legal textbooks, newspapers, technical journals, law periodicals, case law, maps, encyclopedia, dictionaries, and other reference material in performing legal work.

Attends conferences and seminars to maintain knowledge of laws and regulations relating to prosecution work.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Juris Doctorate degree required; supplemented by six (6) months of experience or training; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Pennsylvania driver's license. Must be a member in good standing of the Pennsylvania Bar.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data including exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to apply principles of negotiation. Performs such in formal situations within the context of legal guidelines.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as odors, disease, or pathogenic substances.

Monroe County, Pennsylvania, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.