

**Job Title: Senior District Attorney**

**Department:** Bell District Attorney’s Office  
**Immediate Supervisor:** District Attorney

**BRIEF DESCRIPTION OF THE JOB:** This person is responsible for exercising authority of District Attorney in his absence. Also is the Chief felony trial lawyer for Bell County. Conducts grand jury sessions and oversees the day-to-day operations of the office.

**ESSENTIAL FUNCTIONS:**

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Percentage of Time      Physical Strength Code

1) Represent the state by handling uncontested trials in the district courts of Bell County. Negotiating with defense lawyers and disclose information as required. Preparing necessary documents for court, making court appearances to ensure that matters are properly and justly resolved. Insure that the court, where applicable, receives the victim’s input.	35%	S
2) Handles complaints by screening, charging decisions, reviewing complaints of alleged felony activity to see if anyone, should be charged with anything. Review police reports, witness statement, and criminal histories. Consider the applicable law, substantive, evidentiary, procedural, and research if necessary to clarify issues.	25%	S
3) Advise police officers and less experienced prosecutors by answering questions from peace officers concerning investigations that are conducting strategy, law, procedure, and scope. Answering questions from other prosecutors and brainstorm with them about cases and situations, they are attempting to deal with in this office.	15%	S
4) Prepares and presents indictments to the grand jury by reviewing files, researching and considering applicable law. Insure that witnesses necessary to attend, draft indictment, gets bond set and capiases ordered if required.	10%	S
5) Completes contested court appearances by preparing witnesses, preparing exhibits, legal research, and actual trial.	5%	L
<p><b><i>Physical Strength Column:</i></b>    <i>S - Sedentary</i>    <i>L - Light</i>    <i>M - Medium</i>    <i>H - Heavy</i>    <i>VH - Very Heavy</i></p>		

**PHYSICAL DEMANDS**

**Overall Physical Strength Demands:**

  X   Sedentary             Light             Medium             Heavy             Very Heavy

**Codes: for each physical demand code listed:**

*C = Continuously      F = Frequently      O = Occasionally      R = Rarely      N= Never*

*This is a description of the way this job is currently performed; it does not address the potential for accommodation.*

<b>Physical Demands</b>	<b>Frequency Code</b>	<b>Description</b>
Standing	O	Meetings, court, areas in office
Sitting	F	Deskwork, court, meetings
Walking	F	To different locations in office, courtroom
Lifting	N	
Carrying	N	
Pulling	N	
Pushing	N	
Using Fine Dexterity	N	
Reaching	N	
Kneeling	N	
Crawling	N	
Twisting	N	
Climbing	N	
Balancing	N	
Seeing	C	Reading, computer work
Hearing	C	Answering questions, phones calls, in person conversations
Talking	C	In court and to other persons, preparing the witness
Using Foot Controls	N	

**Machines, Tools, Equipment and Work Aids:**

Telephone, fax, copier, computer

**Environmental Factors:**

Exposure to and frequency:

N = Never    D=Daily    S=Seasonal    W=Several Times Per Week    Y= Yearly    M=Several Times Per Month

<b>ENVIRONMENTAL FACTORS</b>					
Dirt and Dust	N	Extreme Temperatures	N	Noise and Vibration	N
Fumes and Odors	N	Wetness/Humidity	N	Darkness or Poor Lighting	N

<b>HEALTH AND SAFETY</b>					
Mechanical Hazards	N	Chemical Hazards	N	Electrical Hazards	N
Fire Hazards	N	Explosives	N	Communicable Diseases	N
Physical Danger or Abuse	N	Other (specify)			

<b>PRIMARY WORK LOCATION(S)</b>					
Office Environment	X	Warehouse		Shop	
Vehicle		Outdoors		Other:	

**Protective Equipment Required:**

**Non-physical Demands:**

Frequency Codes: F = Frequently    O = Occasionally    R = Rarely    C=Continuously    N=Never

Time Pressures	C	Emergency Situations	N
Frequent Change of Tasks	C	Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	C	Working Closely with Others As Part of a Team	C
Tedious or Exacting Work	F	Noisy/Distracting Environment	N

## **JOB REQUIREMENTS**

### **Formal Education:**

Work requires graduate or professional work or advanced degree in Law.

### **Experience:**

Work requires over three years experience as criminal prosecutor.

### **Certifications and Other Requirements:**

Texas Law License

### **Supervisory:**

Work requires supervising and monitoring performance for a regular group of employees, including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.

Assistant County Attorneys

(6)

## **Contacts**

The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the County who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee.

**Signatures - Review and Comment**

I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title of Supervisor

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title of Department Head

\_\_\_\_\_  
Signature of Department Head

\_\_\_\_\_  
Date

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this job. This job description is subject to modification as the needs and requirements of the organization change.