

Job Title: District Attorney

Department: District Attorney Office
Immediate Supervisor: District Attorney

BRIEF DESCRIPTION OF THE JOB: Represents the State of Texas in the enforcement of all felony Laws within Bell County.

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

Percent-age of Time Strength Code

1) Handles cases by reviewing the information of task force cases, preparing criminal charging instruments and civil forfeiture cases. Advises task force personnel and reviews task force operations, assist in drafting and implementing policy. Oversees contested and uncontested court cases.	30%	L
2) Represents the state by handling guilty pleas and other uncontested matters meaning general felony cases. Discovery and negotiations with defense counsel at all stages. Preparation of court documents. Makes court appearances for arraignments, pretrial, guilty pleas, sentencing, boot camp returns, and revocations. Discussion of plea negotiations, case status with victims and other tasks as needed.	25%	S
3) Oversees the screening and charging of crimes by reviewing police reports, taking witness statements, criminal history and apply the law to the facts. Research the law to ensure proper charging. Draft complaint and probable cause affidavit for signature of peace officer when the decision is made to charge someone. Draft and execute refusal documentation for cases. Execute documents and follow-up with peace officers.	15%	S
4) Advise and train law enforcement and assist other prosecutors by researching law and officials. Research, plan strategy and confer with fellow prosecutors. Advise newer attorneys in misdemeanor prosecutor's office.	10%	S
5) Prepares for grand jury by reviewing case files, ensure completeness of investigation. Research the law and ensure proper foundation for prosecution. Draft indictment and case summary. Arrange for the presence of necessary witnesses. Ensure the subsequent arrest of	10%	S

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indicted felons.		
6) Represent the state by handling contested criminal matters, investigation, reviewing files, witness preparation, victim relations, and documentation of court charges, trial briefs and preparation of exhibits. Makes court appearances for all phases of trial. Reviews documentation, press relations, and post trial activities.	10%	L
<i>Strength Column:</i> S - Sedentary L - Light M - Medium H - Heavy VH - Very Heavy		

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.

Physical Demands	Frequency Code	Description
Standing	O	Court appearances, employee supervision
Sitting	F	Document and case preparation
Walking	O	To and from court
Lifting	R	Files and documents for court
Carrying	O	Exhibits, documents, evidence, books for court
Pulling	R	Cart with files for court
Pushing	R	Cart with files for court
Using Fine Dexterity	O	Computer work, exhibits preparation
Reaching	R	Document preparation, case preparation
Kneeling	R	Case preparation
Crawling	R	Case preparation
Twisting	R	Reaching for files and documents
Climbing	O	Stairs
Balancing	R	Cases
Seeing	C	Document preparation, court appearances
Hearing	C	Court appearances, negotiations, mediation, supervision
Talking	C	Court appearances, negotiations, mediation, supervision
Using Foot Controls	N	

Machines, Tools, Equipment and Work Aids:

Computer and related software, fax machine, poster maker, pistol

Environmental Factors:

Exposure to and frequency:

D = Daily S = Seasonal W=Weekly M=Monthly Y=Yearly

ENVIRONMENTAL FACTORS					
Dirt and Dust	Y	Extreme Temperatures	Y	Noise and Vibration	Y
Fumes and Odors	Y	Wetness/Humidity	Y	Darkness or Poor Lighting	Y

HEALTH AND SAFETY					
Mechanical Hazards	Y	Chemical Hazards	M	Electrical Hazards	Y
Fire Hazards	Y	Explosives	M	Communicable Diseases	M
Physical Danger or Abuse	D	Other (specify)			

PRIMARY WORK LOCATION					
Office Environment	X	Warehouse		Shop	
Vehicle		Outdoors		Other (specify)	Courtroom

Protective Equipment Required:

N/A

Non-physical Demands:

Frequency Codes: F = Frequently O = Occasionally R = Rarely

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

JOB REQUIREMENTS

Formal Education:

Work requires Graduate or professional work or advanced degree Juris Doctor

Experience:

Require two years experience as a criminal trial lawyer or preferably with five years experience as a criminal trial lawyer.

Other Requirements:

Law Degree

Valid membership in the State Bar of Texas

Reading:

Ability to read police reports, law cases, legal rulebooks, memos, letters, and legal documents

Writing:

Ability to write letters and prepare legal documents

Math:

Duties require the ability to calculate restitution amounts, and analyze calculations from technical investigations.

Supervisory:

Secretary III (3)

Attorneys Varies

Managerial:

Work requires functioning as a lead worker performing essentially the same work as supervised employees, and includes training, instructing, and scheduling work.

Interpersonal:

Very frequently dealing with witnesses, defendants, judges, secretaries, staff of court administration, and clerks office

