

## **Westmoreland County Position Description**

**Title: Assistant District Attorney**  
**Dept: District Attorney**

Union  
Exempt

### **OVERALL OBJECTIVE OF JOB:**

To assist the District Attorney in the prosecution of criminal cases in Westmoreland County.

### **ESSENTIAL FUNCTIONS OF JOB:**

1. Participates in the prosecution of criminal cases including preparation for jury trials, Motion's Court, Appeals, Rule 1100, Summary Appeals, and Appellate Court Arguments
2. Meets with witnesses for trial preparation; responsible for trial of felony and misdemeanor cases, Superior and Supreme Court appellate cases
3. Coordinates with various law enforcement agencies to investigate cases; maintains contact with police throughout investigation and trial; interviews victims and witnesses; researches appropriate laws affecting particular cases
4. Drafts letters for plea bargains and attends preliminary hearings
5. Prepares arrest warrants and search warrants

### **OTHER DUTIES OF JOB:**

1. Attends meetings, training and seminars as required.
2. Performs other job duties as assigned and required.
3. Acts as a member on relevant boards and committees.

### **SUPERVISION RECEIVED:**

Receives minimal supervision from County District Attorney.

### **SUPERVISION GIVEN**

None

### **WORKING CONDITIONS:**

1. Works indoors in adequate office space, with adequate lighting, temperatures and ventilation.
2. Works within average exposures to noises and stress, subject to frequent disruption.
3. Works within average indoor exposures to dust and dirt.
4. Occasional outdoor exposure to sun, rain, wind, snow, ice and seasonal fluctuating temperatures.
5. Occasionally subject to water, fumes, chemicals, smoke, weather, or toxic conditions when responding to an emergency incident.
6. Periodically works irregular work hours; subject to call-in work.

**PHYSICAL/MENTAL CONDITIONS:**

1. Must be able to stand for long periods of time throughout the work day, with intermittent periods of walking and sitting.
2. Must be able to execute frequent periods of bending, stooping, kneeling, twisting and reaching to carry out job duties.
3. Dexterity requirements range from fine manipulation of fingers/hands to coordinated movements of feet/legs/torso to maintain balance.
4. Sedentary work, with occasional lifting/carrying of objects with a maximum weight of up to 20 pounds.

**QUALIFICATIONS:**

To do this job successfully, an individual must be able to perform each essential duty satisfactorily. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

A. **EDUCATION/TRAINING:**

Juris Doctor

B. **WORK EXPERIENCE:**

1-2 years' experience or any equivalent combination of training and experience which provides equivalent skills and knowledge

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. Must be able to speak and understand the English language in a proficient manner in order to carry out essential job duties.
2. Must possess excellent organizational skills, presentation skills and communication skills (both oral and written).
3. Must possess the ability to speak in front of large groups and present information in a satisfactory manner.
4. Must possess ability to function independently, have flexibility and the ability to work effectively with the public, co-workers and others.
5. Must possess the technical knowledge to operate computers, utilize multiple software programs and other equipment at an intermediate to advanced skill level.
6. Must possess the ability to multi-task.
7. Must possess the ability to make independent decisions when circumstances warrant such action.
8. Must possess knowledge of law enforcement, investigations and criminal justice procedures.

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9. Must possess some knowledge and the ability to obtain knowledge of all applicable Federal, State and County laws.
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I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THE POSITION OF ASSISTANT DISTRICT ATTORNEY AND AGREE TO ABIDE BY THE REQUIREMENTS

AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

In compliance with the Americans With Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer.