County of Adams
JOB DESCRIPTION

JOB TITLE: Assistant District Attorney — PAY GRADE: M6
DEPARTMENT: District Attorney — FLSA: exempt
REPORTS TO: District Attorney — DATE: 1-5-2023

JOB SUMMARY:

An Assistant District Attorney (ADA) is responsible for representing the interests of the Commonwealth in matters involving individuals charged with criminal offenses. The ADA's involvement begins at the earliest stages of an investigation and continues through every phase of the criminal justice process from charging decisions and pretrial litigation to trial, sentencing, and the handling of post-sentence motions and appeals. This role requires consistent engagement, sound judgment, and a commitment to ensuring that each case is prosecuted fairly and in accordance with the law.

Applications will not be considered if the applicant has any pending criminal charges, other than minor traffic violations, in this or any other jurisdiction. Applicants must also be free of any pending disciplinary complaints or proceedings before the Disciplinary Board of the Supreme Court of Pennsylvania or the disciplinary authority of any other jurisdiction. In addition, all applicants are required to disclose any prior criminal charges or convictions—excluding minor traffic violations—as well as any past or current disciplinary complaints or proceedings initiated by the Disciplinary Board of the Supreme Court of Pennsylvania or any equivalent body in another jurisdiction.

Pay range for this position is $68,834 to $75,000 annually with a full benefit package available.

ESSENTIAL JOB FUNCTIONS:

1. The Assistant District Attorney may be responsible for specific types of criminal prosecutions such as domestic disputes, child abuse, narcotics, sexual assaults, major crimes, elder abuse, and DUI.
2. The Assistant District Attorney must formulate trial strategy, determine the 2sentence to be sought, conduct plea negotiations and research applicable case law.
3. The Assistant District Attorney is responsible for ascertaining the facts of the case, work closely with law enforcement, secure expert testimony and prepare witnesses for trial.
4. The Assistant District Attorney will act as a resource for law enforcement, other Assistant District Attorneys, Detectives, and lawyers, and attend community outreach programs when asked by the District Attorney.
5. The Assistant District Attorney must advise police on matters of filing complaints when asked, attend write-ups and/or preliminary hearings, and secure additional information from law enforcement personnel when required.
6. The Assistant District Attorney must communicate information on case status to all involved parties such as defense attorneys, law enforcement and victims.
7. The Assistant District Attorney must be proficient at legal research, provide necessary training in his/her designated specialty, and be able to communicate effectively and work closely with all support staff and detectives within the office.
8. Additional responsibilities are at the discretion of the District Attorney.

MATERIAL AND EQUIPMENT USED:

1. Desktop and or laptop computer
2. Miscellaneous office automation equipment, i.e. – fax, phone, calculator, copier, etc.
3. Various computer software programs
4. Cell phone
5. Vehicle

LICENSE(S) AND CERTIFICATION(S) REQUIREMENT(S)

1. Minimum requirements include being in good standing and admitted to practice before the Bar of the Commonwealth of Pennsylvania.

WORKING CONDITIONS

1. Works indoors in adequate workspace, temperatures, ventilation, and lighting.
2. Works with average indoor exposure to noise, stress, and frequent disruptions.
3. Normal indoor exposure to dirt/dust.

PHYSICAL AND MENTAL REQUIREMENTS

1. Must possess ability to record, convey and present information, explain procedures, and follow instructions.
2. Must be able to sit for long periods throughout the workday, with intermittent periods of standing, walking, bending, twisting, and reaching necessary to carry out job duties.
3. Medium work with occasional lifting/carrying of objects.
4. Sedentary work, with occasional coordination movements of fingers/hands to simple movements of feet/legs; torso necessary to carry out job duties.
5. Must be in good general health and demonstrate emotional stability.
6. Must be able to cope with the physical and mental stress of the position.
7. Must be able to pay close attention to details, coordinate efficiently and concentrate on work.
8. Must have normal vision and hearing (with reasonable accommodation if necessary).

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR THIS POSITION

1. Knowledge of the application of legal principles to individual cases or problems.
2. Knowledge of federal and state laws and regulations affecting the administration of the programs to which assigned.
3. Knowledge of court procedures and rules of evidence.
4. Ability to analyze facts, evidence, and precedents and arrive at logical interpretations.
5. Ability to set forth findings of facts and decisions in written forms.
6. Ability to prepare legal documents and records.
7. Ability to represent the Commonwealth in court proceedings.

EQUAL OPPORTUNITY EMPLOYER:

It is the policy of the County of Adams not to discriminate against qualified individuals with in regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment for any class that is protected by state, federal, or local discrimination laws.

Additionally, the Americans with Disabilities Act (ADA) requires employers to reasonably accommodate qualified individuals with disabilities. It is the policy of the County of Adams to comply with all Federal, state, and local laws concerning the employment of persons with disabilities so long as not to cause undue hardship to the County of Adams or facility to which employed. An individual who performs the essential job functions of the job with reasonable accommodation, without undue hardship, will be given the same consideration for that position as any other employee or applicant.

ACKNOWLEDGMENT:

This position description serves as a guideline for communication the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where appropriate.

The description in to intended to be an exhaustive list of all responsibilities and duties required.

The County of Adams complies with the Americans with Disabilities Act.

I have read the above position description and fully understand the requirement set forth therein. I hereby agree to abide by the requirements and duties set forth. I will perform all duties and responsibilities to the best of my ability.

Employee's Signature_____ Date_____

Applicants can complete and submit their application at **adamscountypa.gov**. Click on Employment at the bottom of the page and find the *Assistant District Attorney* job posting. Upload completed application and resume.