

LEE COUNTY DISTRICT ATTORNEY'S OFFICE

ASSISTANT DISTRICT ATTORNEY

Location: Lee County District Attorney
Job Class: Attorney
Department: District Attorney's Office
Hours: 8 - 4:30 p.m.
Employment Category: Regular Full-Time

PURPOSE

Assists the District Attorney in the administration and work of the office. Provides advice to law enforcement personnel regarding investigations, the filing of charges, and arrests. Investigates cases; prepares indictments; interviews witnesses; prepares cases for prosecution. Prosecutes criminal cases in Circuit Court for the State of Alabama; assists fellow attorneys in court. Negotiates and handles guilty pleas with criminal defense attorneys. Manages an assigned caseload of felony cases. Prosecutes probation revocations. Performs other related duties as assigned.

ESSENTIAL FUNCTIONS

- Knowledge of the Rules of Evidence and of the Alabama Criminal Code.
- Knowledge of Alabama Rules of Court.
- Knowledge of local, state, and federal laws.
- Skill in the research, analysis, and presentation of legal issues.
- Skill in analyzing and applying law to specific substantive problems.
- Skill in negotiation and persuasion.

Minimum Educational and Training Requirements:

A Law Degree from a Law School accredited by the American Bar Association is required. All applicants must be a member in good standing of the State Bar of Alabama. All candidates are subject to a background check, a motor vehicle driver's history check and pre-employment drug screening; employment is contingent upon the completion and satisfactory results of each investigation.

Salary Range: Salary is commensurate with experience

Submit resume and cover letter to:

Email: info@leecountyda.org