

LEE COUNTY DISTRICT ATTORNEY'S OFFICE

**ASSISTANT DISTRICT ATTORNEY – DISTRICT COURT**

Location: Lee County District Attorney  
Job Class: Attorney  
Department: District Court  
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](mailto:info@leecountyda.org)