

The Lee County District Attorney's office is seeking applications for the position of Assistant District Attorney. This on-site role is based in Opelika, AL, at the TK Davis Justice Center.

Assistant District Attorneys are responsible for the prosecution of a wide array of criminal offenses and handle all phases of a prosecution from pre-investigation through post-sentence appeals with an emphasis on serious and complex litigation. The ADA role reports directly to the District Attorney and the Chief District Attorney.

Lee County, Alabama District Attorney's office, 37<sup>th</sup> Judicial Circuit, offers a generous State benefits package that includes:

- Annual leave
- Sick leave
- Paternal leave
- Paid State holidays
- Medical
- Dental
- Vision
- State retirement benefits

**Salary:** Compensation is subject to collective qualifications. The starting salary may be higher with experience.

Apply online at [info@leecountyda.org](mailto:info@leecountyda.org)

### **Minimum Qualifications:**

Juris Doctorate Degree required; an Active license to practice law in Alabama and in good standing with the Alabama State Bar. Previous experience in criminal justice, legal, or generally related field is preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

### **QUALIFICATION REQUIREMENTS**

- Juris Doctor (J.D.) degree.
- Active Alabama License to Practice Law
- Knowledge of Alabama State Criminal Law, Criminal Procedure, & Rules of Evidence.
- Legal writing & oral advocacy skills.
- Ability to handle multiple challenging assignments with attention to detail, organization, and critical thinking.
- Successfully meet the requirements of the criminal history background check.
- Significant litigation experience handling complex felony criminal cases, specifically by way of jury trials or appellate work.

### **Essential Functions:**

*The following duties are normal for this position.*

Assists in the conduct of jury trials, preliminary and pretrial hearings, and related courtroom proceedings. Prepares and argues motions; may assist with jury selection, opening and closing

statements, evidence presentation, and witness questioning; makes bond and sentencing recommendations.

Investigates, evaluates, and prepares cases for trial: requests and inspects records and evidence; researches relevant case law and interprets in relation to the facts of the case; prepares graphics and exhibits; prepares and serves discovery; makes investigative requests; identifies and interviews witnesses; observes crime scenes; obtains and reviews scientific results and analysis; subpoenas witnesses and prepares them for trial; determines the need for, procures, and interviews expert witnesses; anticipates legal issues; assists in the development of case strategies; presents cases to superiors.

Prepares briefs and motions and responses to the same; writes case summaries; drafts complaints, accusations, indictments, and supporting documents; and prepares trial notebooks.

Prepares cases and indictments for presentation to the Grand Jury: reviews case file and analyzes the facts and evidence of the case; reviews criminal histories of defendants; determines appropriate charges; ensures sufficient probable cause; drafts indictments for indictable cases; subpoenas law enforcement officers and witnesses; and presents cases to Grand Jurors.

Assistant District Attorneys work closely with judges, law enforcement, investigators, legal support staff, victims, witnesses, supervisors, government officials, victim service agencies, and other community groups throughout the county to achieve the office's mission. Attorneys throughout the office play a key role in investigations and charging decisions pre-arrest, in addition to traditional prosecutorial duties in the criminal justice system post-arrest.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives and reviews various documentation, including, police reports, witness statements, laboratory reports, criminal histories, defense motions, and case law updates; reviews, and completes, processes, forwards or retains as appropriate; prepares or completes various forms, reports, correspondence, and other documentation, including charging documents, recidivist notices, probation revocations, sentencing recommendations, motions and legal briefs, trial summaries, and departmental reports; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

**Equal Employment Opportunity:** The Lee County District Attorney's Office is an equal opportunity employer (EOE), including an EOE of protected veterans and individuals with disabilities.