



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Attorney V	Job Code:	703550	Job Grade:	ATT5
Reports To:	Section Chief	Pos. No:	Various	FLSA Code:	E
Department:	District Attorney	Loc. Code:	0862004	SIC Code:	9222
				WC Code:	
Division:	Various	CS Code:	A	EEO Code:	B01

Summary of Functions: Supervises the operations of an assigned court and/or assigned cases including staff supervision, evaluation and training.

Management Scope: May generally supervise staff.

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Manages the court docket by assigning cases and work to felony prosecutors, attorneys and other staff.		E
2. Authorizes reduction in level or class of offenses, recommends PR bonds, approves granting of probation and signs various types of dismissals.		E
3. Resolves disputes between the court, defense attorneys and staff, and determines appropriate actions to be taken for unusual, extremely serious or complex situations.		E
4. Ensures that records and documents are accurate, up-to-date and processed in accordance with standard procedures.		E
5. Evaluates assigned cases or lawsuits by: <ul style="list-style-type: none"> • reviewing documentation, • conducting and interpreting legal research on applicable law, rules and regulations, • interviewing witnesses or persons with knowledge of the cases, • gathering evidence, and • determining the appropriate action(s) to be taken. 		E
6. Drafts, files and responds to motions, briefs or other legal documents for trials and/or hearings.		E
7. Explains legal process to potential witnesses, prepares witnesses for court testimony and ensures clients or victims/families are kept informed on status of case.		E
8. Gathers, prepares and presents evidence, exhibits and related materials for trials or hearings.		E

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| 9. Represents the State or clients in pre-trials, evidentiary hearings and jury/court trials by: | E |
| <ul style="list-style-type: none"> • conducting jury selection, • presenting opening statements, • conducting direct and cross-examinations of witnesses, and • presenting closing arguments. | |
| 10. Assesses strengths and weaknesses of cases, negotiates settlements or plea-bargains and obtains approval, if necessary, of plea-bargain agreements | E |
| 11. Prepares legal documents if settlements or plea-bargain agreements are reached and ensures proper signatures are secured and documents filed as required. | E |
| 12. Conducts presentations at conferences and seminars; instructs law enforcement and other criminal justice personnel in legal aspects of investigations, prosecutions and other litigation; and speaks before community and citizens groups. | E |
| 13. Performs other duties as assigned. | N |
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Minimum Qualifications:

Education, Experience and Training:

Graduation from an accredited law school. Four (4) years of experience practicing law.

Special Requirements/Knowledge, Skills & Abilities:

Requires a current license to practice law in the State of Texas. Requires experience as lead prosecutor for more-complex felony cases, as lead counsel in conjunction with more serious or complex civil litigation, or extensive appellate work on direct appeals and capital writs.

Physical/Environmental Requirements:

Standard office and court environment.

Disclaimer:

This is an “At Will” position with no civil service or other appellate rights. This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

Hay Points/Point Factor:

N/A

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on _____

Date 11/2009

Approved by Civil Service Commission on _____

Date 10/18/04;01/25/2010

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.