



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Attorney VI (Managing Attorney)	Job Code:	7035600	Job Grade:	ATT6
Reports To:	Division Chief	Pos. No:	Various	FLSA Code:	E
Department:	District Attorney	Loc. Code:	0862004	SIC Code:	9222
				WC Code:	8810
Division:	Various	CS Code:	A	EEO Code:	B0101

Summary of Functions: Directs and manages the operations of an organizational section of the District Attorney's Office. Directs, evaluates and trains attorneys/prosecutors and staff. Oversees all operations including case assignments, docket call, and plea bargains or settlement negotiations. Prosecutes or litigates the most complex and serious or highly visible cases. Performs case evaluation, preparation and management; represents the state/client in pre-trial and evidentiary hearings and jury/court trials; and ensures effective communication with defense attorneys, court personnel, victims and family members, witnesses, the general public, the media and other interested parties. Work involves litigation and legal research; drafting legal documents; and interpreting laws, rules and regulations. Work is performed independently with general direction and guidance from the Division Director.

Management Scope: Trains and supervises staff.

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Directs and manages the overall operation, including the court docket, if applicable, which includes assigning cases and work to felony prosecutors, attorneys and/or staff.		E
2. May prepare budgetary input, attend management meetings, provide input on policies and procedures, and perform related operational management duties.		E
3. Supervises, evaluates and trains staff.		E
4. Authorizes reduction in level or class of offenses, recommends PR bonds, approves granting of probation, and signs various types of dismissals.		E
5. Resolves disputes between the court, defense attorneys and staff; and determines appropriate action to be taken for unusual or extremely serious or complex situations.		E
6. Ensures that records and documentation are accurate, up-to-date and processed in accordance with standard procedures.		E
7. Evaluates assigned cases or lawsuits by: <ul style="list-style-type: none"> • reviewing documentation, • conducting necessary legal research on applicable laws, • interviewing witnesses or persons with knowledge of the cases, • gathering evidence, and 		E

- determining most appropriate action(s) to be taken.
8. Drafts, files and responds to necessary motions, briefs or other legal documents for trials and/or hearings. E
 9. Explains legal process to potential witnesses, prepares witnesses for court testimony, and ensures clients or victims/families are kept informed on status of cases. E
 10. Gathers, prepares and presents evidence, exhibits, and related material for trials or hearings. E
 11. Represents the State or client in trials and hearings by: E
 - conducting jury selection,
 - presenting opening statements,
 - conducting direct and cross-examinations of witnesses, and
 - presenting closing arguments.
 12. Assesses strengths and weaknesses of cases and negotiates settlements or plea-bargain. Obtains approval, if necessary, if plea bargain or settlement agreement is reached. E
 13. Prepares necessary legal documents, if settlements or plea-bargain agreements is reached, and ensures proper signatures are secured and documents filed as required. E
 14. 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
 15. Performs other duties as assigned. N
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Minimum Qualifications:

Education, Experience and Training:

Graduation from an accredited law school with a current license to practice law in the State of Texas. Five (5) years experience practicing law. Experience supervising other attorneys or equivalent managerial work and/or extensive experience in advanced legal work relevant to assigned section.

Special Requirements/Knowledge, Skills & Abilities:

Requires a current license to practice law in the State of Texas. Requires experience supervising other attorneys or equivalent managerial work and/or extensive experience in advanced legal work relevant to assigned section.

Physical/Environmental Requirements:

Standard office and court room 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 12/2004; 11/09;
11/2014

Approved by Civil Service Commission on

Date 12/2004; 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.