



## DALLAS COUNTY JOB DESCRIPTION

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<b>Job Title:</b>	Attorney III	<b>Job Code:</b>	7035300	<b>Job Grade:</b>	ATT3
<b>Reports To:</b>	Supervisor	<b>Pos. No:</b>	Various	<b>FLSA Code:</b>	E
<b>Department:</b>	Public Defender	<b>Loc. Code:</b>	3964004	<b>SIC Code:</b>	9222
				<b>WC Code:</b>	8810
<b>Division:</b>	Various	<b>CS Code:</b>	B	<b>EEO Code:</b>	B01

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**Summary of Functions:** Performs legal assignments with minimum supervision and may be assisted by Attorneys I and II. Work is performed under general directions with authority to make tactical and legal decisions in connection with providing a full range of legal services to indigent defendants in the assigned misdemeanor, felony, family, juvenile or mental health cases, to include but not limited to: case evaluation, legal advice, relaying plea offers and representing clients in jury trials, non-jury hearings, plea negotiations and dismissals; ensuring appropriate communication with the client, Judge, prosecuting attorney and court personnel, in addition to trying to contact the clients witnesses and other necessary parties to the case as needed; conducting legal research, drafting legal documents and interpreting laws, rules and regulations; and receives level of oversight, training and supervision based on experience and expertise in assigned area.

**Management Scope:** N/A

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<b>Duties and Responsibilities:</b>	<b>% of Time</b>	<b>Essential Non-essential</b>
1. Evaluates appointed case or lawsuit by: reviewing documentation; conducting necessary legal research on applicable law; interviewing clients, witnesses or persons with knowledge of the case; reviewing and gathering evidence; preparing investigative requests; and determining most appropriate action(s) to be taken.		
2. Interviews clients; discusses facts of case, potential defenses and applicable laws and procedures.		
3. Explains legal process to potential witnesses and prepares witnesses for court testimony and ensures client is informed on status of case.		
4. Drafts, files and responds to necessary motions, briefs or other legal documents for trial and/or hearing.		
5. Gathers, prepares, reviews and presents evidence, exhibits and related material for trial or hearing.		
6. Represents the client in trial and at all applicable hearings by, conducting jury selection, presenting opening statements, conducting direct and cross-examinations of witnesses, and presenting closing arguments.		
7. Participates in plea-bargain negotiations, prepares necessary legal documents		

and ensures necessary signatures are secured and documents are filed as required.

8. Documents client files, prepares trial notebook, and maintains statistical information regarding caseload and dispositions.
9. Trains or assists in training Attorneys I and II.
10. Performs other duties as assigned.

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**Minimum Qualifications:**

Education, Experience and Training:

Graduation from an accredited law school with a license to practice law in the State of Texas. One (1) year experience practicing law required.

Special Requirements:

None.

Disclaimers: 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.

Physical/Environmental Requirements:

Standard office environment.

Hay Points/Point Factor:

N/A

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by Human Resources/Civil Service on

Date 12/2004, 1/2010

Approved by Civil Service Commission on

Date 01/25/2005, 1/25/2010

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.