



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Attorney IV	Job Code:	7035400	Job Grade:	ATT 4
Reports To:	Section Chief	Pos. No:	Various	FLSA Code:	E
Department:	District Attorney	Loc. Code:	0862004	SIC Code:	9222
				WC Code:	8810
Division:		CS Code:	A	EEO Code:	B01

Summary of Functions: With minimal supervision and oversight, performs advanced legal work in the area assigned. Work involves litigation and legal research; drafting legal documents; and interpreting laws, rules, and regulations. Work is performed under general direction with authority to make tactical and legal decisions in connection with assigned cases **OR** prosecutes the more complex general or special-category felony cases in assigned court. Performs case evaluation, preparation and management; represents the state in pre-trial and evidentiary hearings and jury/court trials; and ensures effective communications with defense attorneys, court personnel, victims and family members, witnesses, and other interested parties.

Management Scope: N/A

Duties and Responsibilities:	% of Time	Essential Non-essential
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1. Evaluates criminal complaints in order to decide whether or not to accept or reject the case for prosecution, to determine the appropriate charge to be filed and to prepare the required documentation for indictment.
2. Evaluates assigned case or lawsuit by:
 - reviewing documentation,
 - conducting necessary legal research on applicable law,
 - interviewing witnesses or persons with knowledge of the case,
 - gathering evidence, and
 - determining most appropriate action(s) to be taken.
3. Drafts, files and responds to necessary motions, briefs, or other legal documents for trial and/or hearing.
4. Explains legal process to potential witnesses and prepares witnesses for court testimony and ensures client of victim/family kept informed on status of case.
5. Gathers, prepares, and presents evidence, exhibits, and related material for trial or hearing.
6. Represents the State or client in trial and hearings by:
 - conducting jury selection,
 - presenting opening statements,
 - conducting direct and cross-examinations of witnesses, and
 - presenting closing arguments.

7. Negotiates settlements or plea-bargain. Obtains approval, if necessary, of plea-bargain agreement if reached.
8. Prepares necessary legal document if settlement or plea-bargain agreement is reached and ensures proper signatures are secured and documents filed as required.
9. Manages court docket and case schedules to ensure court deadlines are met and records and documentation are accurate and up-to-date.
10. Trains or assists in training Attorneys I, II, and III.
11. On an as needed basis, may perform some of the duties of the Section Chief on a short-term temporary basis.
12. Performs other duties as assigned.

Minimum Qualifications:

Education, Experience and Training:

Graduation from an accredited law school with a current license to practice law in the State of Texas. Two (2) years and six (6) months of experience practicing law. Experience as lead prosecutor for all levels of felony offenses, serving as lead counsel in conjunction with civil litigation, or extensive appellate work on direct appeals is required.

Special Requirements/Knowledge, Skills & Abilities:

Requires a current license to practice law in the State of Texas.

Physical/Environmental Requirements:

Normal office 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 12/04;11/09; 01/28/13

Approved by Civil Service Commission on

Date 01/25/2010;01/28/13

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.

