



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Attorney I	Job Code:	7035100	Job Grade:	ATT1
Reports To:	Section 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:	B01

Summary of Functions: Working under immediate supervision, performs entry-level legal work of a routine nature. Work involves litigation and legal research; drafting legal documents; and interpreting laws, rules, and regulations **OR** prosecutes misdemeanor cases in assigned court. 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 and other interested parties. Receives level of oversight, training and supervision based on experience and expertise in misdemeanor prosecution.

Management Scope: N/A

Duties and Responsibilities:	% of Time	Essential Non-essential
1. 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 • determining most appropriate action(s) to be taken. 		E
2. Drafts, files and responds to necessary motions, briefs or other legal documents for trials and/or hearings.		E
3. 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
4. Gathers, prepares and presents evidence, exhibits and related material for trials or hearings.		E
5. Represents the State and client in trials and hearings by: <ul style="list-style-type: none"> • conducting jury selection, • presenting opening statements, • conducting direct and cross-examinations of witnesses, <u>and</u> • presenting closing arguments. 		E
6. Participates in settlement or plea-bargain negotiations.		E
7. Prepares necessary legal documents if settlement or plea-bargain agreement is reached and ensures signatures are secured and documents filed as required.		E

8. Performs other duties as assigned.

N

Minimum Qualifications:

Education, Experience and Training:

Graduation from an accredited law school. No experience required.

Special Requirements/Knowledge, Skills & Abilities:

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

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 06/05

Approved by Civil Service Commission on

Date 7/18/2005; 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.