



## DALLAS COUNTY JOB DESCRIPTION

<b>Job Title:</b>	Attorney VII (Legal Division Director)	<b>Job Code:</b>	7035700	<b>Job Grade:</b>	ATT7
<b>Reports To:</b>	First Assistant	<b>Pos. No:</b>		<b>FLSA Code:</b>	E
<b>Department:</b>	District Attorney	<b>Loc. Code:</b>	0862004	<b>SIC Code:</b>	9222
				<b>WC Code:</b>	<u>8810</u>
<b>Division:</b>	Various	<b>CS Code:</b>	A	<b>EEO Code:</b>	B01

**Summary of Functions:** Directs and coordinates the operations of a major division of the District Attorney's Office. Oversees and directs all operations through managerial personnel. Work involves litigation and legal research; drafting legal documents; and interpreting laws, rules and regulations. Prosecutes or litigates the most complex and serious or highly visible cases. Acts as lead prosecutor in capital murder cases where the state is seeking the death penalty. 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 is performed independently with general direction and guidance from the First Assistant or District Attorney.

**Management Scope:** Trains and directs management, exempt and non-exempt staff.

<b>Duties and Responsibilities:</b>	<b>% of Time</b>	<b>Essential Non-essential</b>
1. Directs and coordinates the overall division operation, including the court docket, if applicable, which includes assigning cases and work to felony prosecutors, attorneys and/or staff.		E
2. Prepares budgetary input, attends management meetings, provides input on policies and procedures, and performs related operational management duties.		E
3. Consults and confers with managerial personnel in order to: resolve problems; modify operational strategies, policies and tactics; formulate responses to changing internal and external environmental conditions; develop tactical plans and long-range goals and objectives; provide advice and counsel to the District Attorney; and participate in managing all operational aspects of the District Attorney's Office.		E
4. Supervises, evaluates and trains staff, and interviews applicants for selection and promotion.		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: reviewing documentation,		E

conducting legal research on applicable laws, interviewing witnesses or persons with knowledge of the case, gathering evidence, and determining most appropriate action(s) to be taken.

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| 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 and of plea or settlement agreements and related consequences.  | 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 conducting jury selection, presenting opening statements, conducting direct and cross-examinations of witnesses, <u>and</u> presenting closing arguments.   | E |
| 12. Assesses strengths and weaknesses of cases, negotiates settlements or plea-bargains and obtains approval, if necessary, of plea-bargain agreements.  | E |
| 13. Prepares necessary legal documents, if settlements or plea-bargain agreements are 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. May be responsible for all administrative functions of the office including supervising, evaluating, hiring, and training administrative support staff; preparing or overseeing preparation of budgets, procedure and policy manuals; maintaining or overseeing the maintenance of financial, purchasing, and other records; and performing related administrative duties. | E |
| 16. Performs other duties as assigned.   | N |
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**Minimum Qualifications:**

Education, Experience and Training:

Graduation from an accredited law school. Six (6) years of experience practicing law.

Special Requirements/Knowledge, Skills & Abilities:

Requires 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 division.

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 01/2008, 1/2010

Approved by Civil Service Commission on

Date 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.