



## DALLAS COUNTY JOB DESCRIPTION

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**Job Title:** District Attorney Trial Bureau Chief      **Job Code:** 7035800      **Job Grade:** 00  
**Reports To:** First Assistant      **Pos. No:** TBD      **SIC:** 9222  
  
**Department:** District Attorney      **Loc. Code:**      **FLSA Code:** E  
**WC Code:** 8810  
  
**Division:** Administration      **C Service Code:** A      **EEOC Code:** A0101  
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**Summary of Functions:** Directs and coordinates the day to day operations of the felony trial division of the District Attorney's Office. Reviews all death penalty cases, advises District Attorney on death-worthiness of said cases, assigns death cases to appropriate staff. Participates in the trial of death penalty and high profile cases on an as needed basis. Represents, speaks for, and acts as District Attorney in the absence of or at the direction of the District Attorney and First Assistant. Oversees and directs ADA VII positions assigned to the felony trial division and all subordinate attorney personnel. Provides advise and counsel to the District Attorney and First Assistant on felony trial matters. Work involves both advanced legal work and administrative/managerial functions. Work is performed independently with only general guidance from the District Attorney and First Assistant.

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**Duties and Responsibilities:**      **% of time**      **Essential (E) or NonEssential(N)**  
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### ESSENTIAL DUTIES

1. Directs and coordinates the overall day-to-day operations of the felony trial division and ensures that policies and procedures are followed.
2. Reviews all capital murder cases for death-worthiness and assigns these cases to the appropriate staff.
3. Consults and confers with subordinate 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;
  - provides advice and counsel to the District Attorney,
  - participates in management of all operational aspects of the District Attorney's Office.
4. Resolves disputes between the felony trial court staff, defense attorneys, and judges when ADA VII felony trial staff is unable to do so, determines appropriate action to be taken for unusual or extremely serious or complex situations

5. Assists in the preparation and trial of capital murder cases and other high profile cases as assigned by the District Attorney or First Assistant.
  6. Prepares budgetary input, attends management meetings, provides input on policies and procedures, and performs related operational management duties.
  7. Assists the First Assistant in interviews for trial division applicants for selection and promotion.
  8. Ensures that records and documentation are accurate, up-to-date, and processed in accordance with standard procedures.
  9. 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.
  10. Performs other duties as assigned.
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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. Experience as a Legal Division Director or equivalent managerial work and/or extensive experience in advanced legal work relevant to the District Attorney's Office.

Special Requirements:

Physical/Environmental Requirements:

Normal office environment.

Hay Points: KH=pts, PS=pts, AC=pts, TTL=pts,

Supervisor=s Signature \_\_\_\_\_ Date \_\_\_\_\_

*Approved by Commissioners Court and/or Civil Service Commission: \*12/06/99,04/03/01*