



DALLAS COUNTY JOB DESCRIPTION

Job Title: District Attorney (First Assistant) **Job Code:** 7021100 **Job Grade:** 00
Former ADA XIII
Reports To: District Attorney **Pos. No:** **SIC:** 9222
Department: District Attorney **Loc. Code:** 0862004 **FLSA Code:** E
Division: Various **C Service Code:** A **EEOC Code:** B0101

Summary of Functions: Directs and coordinates the day-to-day operations of the District Attorney's Office. Represents, speaks for, and acts as District Attorney when necessary. Oversees and direct all operations through subordinate managerial personnel. Provides advise and counsel to subordinate managerial personnel and to the District Attorney. Work involves both advanced legal work and administrative/managerial functions. Work is performed independently with only general guidance from the District Attorney.

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ESSENTIAL DUTIES

1. Directs and coordinates the overall day-to-day operations and ensures that policies and procedures are followed.
2. Supervises, evaluates, develops, and trains staff.
3. As member of committee, interviews applicants for selection and promotion.
4. Resolves disputes between the court, defense attorneys, and staff.
5. Determines appropriate action to be taken for unusual or extremely serious or complex situations.
6. Approves settlement or plea-bargain agreements.
7. Consults and confers with subordinate managerial personnel in order to resolve problems; to integrate and to modify operational strategies, policies, and tactics; to formulate responses to changing internal and external environmental conditions; and to develop and to implement tactical plans and long-range goals and objectives.
8. Prepares and approves budgetary input, attends management

meetings, develops and provides input on policies and procedures, and performs related operational management duties.

9. As member of executive team, develops policies and procedures, conducts problem resolution and tactical and long-term planning, provides advise and counsel to the District Attorney, and participates in management of all operational aspects of the District Attorney's Office.
10. 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.
11. Authorizes press conferences, presents information and answers questions at press conferences, and responds to the public or media's requests for information.
12. As necessary, prosecutes or litigates the most serious, complex, or highly visible cases; conducts legal research; drafts legal documents; and interprets laws, rules, and regulations.
13. 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. 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