



## DALLAS COUNTY JOB DESCRIPTION

<b>Job Title:</b>	District Attorney Special Assistant	<b>Job Code:</b>	7021200	<b>Job Grade:</b>	Att8
<b>Reports To:</b>	First Assistant	<b>Pos. No:</b>	TBD	<b>FLSA Code:</b>	E
<b>Department:</b>	District Attorney	<b>Loc. Code:</b>	Various	<b>SIC Code:</b>	9222
				<b>WC Code:</b>	8810
<b>Division:</b>	Administration	<b>CS Code:</b>	A	<b>EEO Code:</b>	A01

**Summary of Functions:** Directs and coordinates the day to day operations of appellate and conviction integrity divisions of the District Attorney's Office. Supervises the review and processing of all DNA exoneration requests. Advises the District Attorney on worthiness of said cases and assigns cases to appropriate staff. Participates in the review and prosecution of all high profile cases on an as needed basis. Represents and speaks for the District Attorney in the absence of or at the direction of the District Attorney or First Assistant. Oversees and directs ADA VII positions and all subordinate attorney personnel. Provides advice and counsel to the District Attorney and First Assistant on DNA matters and official misconduct investigations and prosecution. 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.

**Management Scope:** Oversees and directs ADA VII positions assigned to the appellate and conviction integrity divisions, all subordinate attorney personnel, exempt and non-exempt personnel.

<b>Duties and Responsibilities:</b>	<b>% of Time</b>	<b>Essential Non-essential</b>
1. Directs and coordinates the overall day-to-day operations of the appellate and conviction integrity divisions and ensures that policies and procedures are followed.		E
2. Supervises all post-conviction processes and DNA exoneration requests and assigns these cases to the appropriate staff.		E
3. Consults and confers with subordinate managerial to include the following: <ul style="list-style-type: none"> <li>• Resolving personnel concerns;</li> <li>• Modifying operational strategies, policies, and tactics;</li> <li>• Formulating responses to changing internal and external environmental conditions;</li> <li>• Developing tactical plans and long-range goals and objectives;</li> <li>• Providing advice and counsel to the District Attorney;</li> <li>• Participating in the management of all operational aspects of the District Attorney's Office.</li> </ul>		E
4. Resolves disputes between the 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.		E

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| 5. Assists in the preparation and trial of highly technical cases involving DNA, official misconduct cases and other high profile cases as assigned by the District Attorney or First Assistant.   | E |
| 6. Prepares budgetary input, attends management meetings, provides input on policies and procedures, and performs related operational management duties.   | E |
| 7. Liaises with the First Assistant in the interview, selection and promotion processes.   | E |
| 8. Ensures that records and documentation are accurate, up-to-date and processed in accordance with standard procedures.   | E |
| 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. | E |
| 10. Performs other duties as assigned.   | N |

**Minimum Qualifications:**

Education, Experience and Training:

Graduation from an accredited law school. Requires experience as Legal Division Director or equivalent managerial work and/or extensive experience in advanced legal work relevant to the District Attorney's Office.

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.

Hay Points/Point Factor:

N/A

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by Human Resources/Civil Service on

Date 5/2007

Approved by Civil Service Commission on

Date 5/29/2007

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.