



JOB DESCRIPTION

JOB TITLE: Assistant District Attorney

DEPARTMENT: Potter County District Attorney

SUPERVISOR'S TITLE: Potter County District Attorney

JOB CLASS: Appointed

Assistant District Attorney

GENERAL DESCRIPTION

This position will assist the District Attorney with prosecution of criminal matters including case preparation, management and resolution functions.

ESSENTIAL REQUIREMENTS, DUTIES AND RESPONSIBILITIES

- Prepare for and handle hearings including preliminary hearings, pretrial hearings, trials and any other type of hearing at which a representative from the Commonwealth must appear when assigned to do so by the District Attorney.
- Prepare and file briefs, motions and other legal documents with the Court, as well as appellate courts when assigned.
- Communicate with local law enforcement during business and non-business hours.
- Respond to crime scenes and unattended death scenes throughout the County when required.
- Communicate with defense attorneys.
- Perform any other case preparation, management and resolution functions as assigned by the District Attorney.

QUALIFICATION REQUIREMENTS

KNOWLEDGE AND ABILITIES:

- Bachelor's degree and Juris Doctor degree from an accredited law school.
- Member of Pennsylvania Bar and in good standing.
- Prior legal experience desired, but not required. Prior criminal law experience preferred.



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SPECIAL REQUIREMENTS-UNUSUAL PHYSICAL DEMANDS AND/OR WORKING CONDITIONS:

- Keep up to date with ever changing status of the law, including new statutory enactments/revisions and caselaw. This includes extensive continuing education and training to keep current regarding all aspects and current rulings in criminal law.
- Be on call when requested to respond to questions of law enforcement personnel and/or to go to crime scenes and assist with investigations.
- Be able to effectively work with and be in contact with many members of government and the public.

PHYSICAL REQUIREMENTS:

- Ability to work under pressure and meet deadlines;
- Ability to sit for extended periods of time;
- Ability to frequently stand and walk;
- Normal manual dexterity and hand-eye coordination;
- Corrected hearing and vision to normal range;
- Verbal communication.

ADDITIONAL REQUIREMENTS:

- Possession of a valid Pennsylvania driver's license.

HOURS: Full Time

BENEFITS: Salary

Benefit Package as approved by the Potter County Commissioners.