

TITLE: Assistant Solicitor General

SG/1

DEPARTMENT: Solicitor General, Fayette County

JOB SUMMARY: This position provides assistance to the Solicitor General by preparing accusations for arraignment and for trial.

MAJOR DUTIES:

- o Prepares accusations when the Solicitor General's Officer receives warrants or citations from law enforcement agencies; reviews accusations for accuracy, completeness, and legality; determines if additional investigation is necessary.
- o Appears in court for probation revocations, bench trials, arraignments, traffic arraignments, bond hearings, drug court, alternative language court, and jury trials.
- o Prepares for jury trials; reviews cases to ensure all witnesses are subpoenaed; prepares plea recommendations; communicates with defendant's attorneys regarding plea negotiations; researches case law regarding charges; prepares appropriate motions and jury charges.
- o Researches case law in preparation for motions; subpoenas witnesses, conducts motion hearings, and argues motions to the court.
- o Provides assistance to law enforcement regarding legal questions.
- o Meets with victims and their families to discuss sentencing recommendations.
- o Supervises the work of personnel.
- o Drafts appellate briefs and motions.
- o Coordinates the work of interns.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of state and federal laws.
- o Knowledge of management and supervisory practices.
- o Knowledge of court procedures.
- o Skill in interpreting complex information and in conveying it to others in a accurate, complete, and understandable manner.

- o Skill in researching, interpreting, and compiling complex data and other information into a useful product.
- o Skill in public and interpersonal relations.
- o Skill in oral and written communication.

**SUPERVISORY CONTROLS:** The Solicitor General assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

**GUIDELINES:** Guidelines include the official Code of Georgia, Georgia case law, county ordinances, court rules, sentencing guidelines, and pretrial intervention guidelines.

**COMPLEXITY:** The work consists of varied management, supervisory, and prosecutorial duties. The volume of work contributes to the complexity of the position.

**SCOPE AND EFFECT:** The purpose of this position is to assist the Solicitor General in the prosecution of cases. Success in this position contributes to the disposition of criminal cases in a fair and timely manner.

**PERSONAL CONTACTS:** Contacts are typically with administrative staff, investigators, law enforcement agencies, judges, lawyers, victims, victim advocates, witnesses, defendants, and members of the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information; resolve problems; provide services; motivate and influence persons; or justify, defend, negotiate, or settle matters.

**PHYSICAL DEMANDS:** The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, or walking.

**WORK ENVIRONMENT:** The work is typically performed in an office.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** This position has functional supervision over department personnel.

**SPECIAL CERTIFICATIONS AND LICENSES:** Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification

Assistant Solicitor General, Solicitor General

Page 3

within twelve (12) months of employment. Possession of a valid license to practice law in the State of Georgia.

**ADA COMPLIANCE:** Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

**HIPAA COMPLIANCE:** The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

**DRUG AND ALCOHOL COMPLIANCE:** In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

#### MINIMUM QUALIFICATIONS

- o Graduation from an accredited school of law.
- o Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.
- o Current membership in the State Bar of Georgia.

EXEMPT/HIPAA