

**ASSISTANT DISTRICT ATTORNEY
JOB DESCRIPTION**

Duties of an Assistant District Attorney:

To assist the district attorney in the performance of the duties of the district attorney's office and consistent with their constitutional and statutory duties to protect the rights of victims of crimes as now or in the future may be defined by applicable law;

To attend each session of the superior courts unless excused by the judge thereof and to remain until the business of the state is concluded;

To advise law enforcement officers concerning the sufficiency of evidence, warrants, and similar matters relating to the investigation and prosecution of criminal offenses;

To review investigative reports submitted by law enforcement to determine whether further investigation is needed;

To approve or return investigative files to law enforcement for further work as needed;

To make appropriate charging decisions based upon the reports of law enforcement;

To perform legal research to determine if an alternative charge or crime is appropriate;

To draw up accusations, indictments and/or special presentments;

To attend grand juries, advise them in relation to matters of law, and swear and examine witnesses before them;

To administer the oaths the laws requires to the grand and trial jurors and to the bailiffs or other officers of the court and otherwise to aid the presiding judge in organizing the courts as he or she may require;

To make sentence recommendations;

To prepare discovery and any documents appertaining thereto;

To conduct arraignments;

To attend any pretrial conferences;

To research, argue and prosecute motions hearings on behalf of the State;

To develop trial strategy and to prosecute criminal jury trials;

To prosecute civil forfeiture and other civil actions and to prosecute or defend any other civil action in the prosecution or defense of which the state is interested, unless otherwise specially provided for;

To attend before the appellate courts when any criminal case emanating from their respective circuits is tried, to argue the same, and to perform any other duty therein which the interest of the state may require;

To represent the State in habeas corpus matters;

To review probation revocation petitions submitted by the Department of Community Supervision or private probation; to prosecute probation revocation petitions;

To assist victims and witnesses of crimes through the complexities of the criminal justice system and ensure the victims of crimes are apprised of the rights afforded them under the law;

To perform such other duties as are or may be required by law or which necessarily appertain to the office.