



Assistant Solicitor (1122)

FLSA Status: Exempt

Pay Grade: 24

Safety-Sensitive: No

Purpose

The purpose of this classification is to assist in planning, directing and overseeing the activities and personnel of the department in its mission to evaluate and prosecute misdemeanor criminal offenses and traffic violations in order to provide justice and promote safety of residents.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Distinguishing Characteristics:

Incumbents in this class also participate in high profile and complex litigation.

Typical Duties

Evaluates violations of criminal law: reviews warrants and/or citations issued for violations; reviews incident reports, witness statements, video, lab reports, photographs and other pertinent information; conducts case research; notes specifics of dates, previous offenses and other related information; determines validity and weight of evidence; and determines specific criminal law violations.

Provides plea recommendations for violations: formulates plea offers based on the law, nature of violation, criminal history of defendant, and any other related factors; and provides plea offer to Defense Counsel for resolution of established case.

Determines victim impact when applicable: evaluates potential for future harm to victim; reviews elements of case and compares to any changes to the law; determines restitution amount; and calculates defendant's potential to succeed on probation versus need to protect community or specific individual.

Coordinates with community partners and the public to promote criminal justice efforts: educates and informs the community about the criminal justice system; conducts and attends meetings with schools, government organizations, interest groups, or other community partners; participates in task forces and review committees; and responds to inquiries from law enforcement, the Courts, other agencies, the District Attorney's Office, the Public Defender's Office, legislators, and the general public.

Represents the State on assigned criminal cases: coordinates and oversees investigation, evaluation, and preparation of cases for trial; conducts case research and documentation; prepares motions and briefs; conducts pre-trial case resolutions; and presents case at bench and jury trials, preliminary and pre-trial hearings, post-trial or appellate proceedings, and related courtroom proceedings.

Communicates with defense counsel or prosecuting attorneys, judges, law enforcement, investigators, legal support staff, witnesses, experts, probation officers, supervisor, government officials, other

employees, the public, and other individuals as needed to coordinate work activities, review status of work, present or exchange information, provide legal counsel and interpretation, or resolve problems.

Maintains current, comprehensive knowledge and awareness of applicable laws, regulations, principles and practices relating to the prosecution of criminal offenses; maintains an awareness of new trends and advances in the profession; and attends workshops training sessions, and meetings as needed.

Performs other related duties as required.

Minimum Qualifications

Juris Doctor Degree required; supplemented by three years of experience prosecuting criminal cases; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid Georgia driver's license. Must possess and maintain certification and licensure from the Georgia Bar Association.

Performance Aptitudes

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

Created July 2019