

District Attorney  
DV Prosecutor Assistant

**Position**

Reporting to the District Attorney, this position is responsible for performing the administrative duties in support of the department operations.

**Salary:** \$14.77/Hourly (Part-Time Position with Maximum of 28 Hours per Week)

**Posting:** March 8, 2019 through March 15, 2019

**Submit resume to Bartow County Human Resources, 135 West Cherokee Ave. St. 256 Cartersville, Georgia 30120 or email to [cogginsm@bartowga.org](mailto:cogginsm@bartowga.org)**

**MAJOR DUTIES**

- Requests and processes incident reports.
- Requests and obtains all video and audio recordings for cases.
- Obtain victim medical records as needed for prosecution.
- Requests and obtains certified records.
- Assists in coordinating witnesses for court.
- Assists DV ADA with court calendars and schedules.
- Facilitates the usage of audio-visual equipment in court.
- Assists DA Investigators with Witness/Victim transports.
- Distributes subpoenas for court hearings.
- Gathers casefile recordings and documents from local law enforcement agencies.
- Performs related duties.

**KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of the purposes, principles, terminology and practices required in criminal investigations, legal proceedings and the judicial process.
- Knowledge of audio and video formats, evidentiary technology, and related court procedures.
- Skill in the use of computers and job related software programs.
- Skill in oral and written communication.
- Skill in public and interpersonal relations.
- Skill in the provisions of customer service.
- Knowledge of departmental policies, procedures and functions.

**SUPERVISORY CONTROLS**

The District Attorney assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

**GUIDELINES**

Guidelines include the District Attorney's Office Policies and Procedures Manual, the Georgia Law Enforcement Handbook if applicable, Peace Officer Standards and Training Council rules and regulations if applicable, Georgia Crime Information Center rules and regulations, and open records laws. These guidelines require judgment, selection and interpretation in application.

### **COMPLEXITY/SCOPE OF WORK**

- The work consists of related administrative duties. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to provide administrative support for department operations. Success in this position contributes to the efficiency of those operations and successful prosecution of criminal cases.

### **CONTACTS**

- Contacts are typically with attorneys, victims, witnesses, law enforcement officers, court personnel, co-workers, other county employees, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, and to resolve problems.

### **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, bending, crouching or stooping. The employee frequently lifts light objects.
- The work is typically performed in an office.
- Occasionally, work will require traveling to and from local law enforcement agencies.

### **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None

### **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with the completion of specialized training in the field of work, in addition to basic and high school education.
- 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 of experience or service.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Ability to pass a criminal history background check.
- Ability to pass a drug test.