

CLASSIFICATION TITLE: Assistant Solicitor General

PURPOSE OF CLASSIFICATION

Evaluates cases that come into the Solicitor General's Office and represents the State in the resolution of the case via dismissal, plea negotiations, or trial.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Attends court hearings and presents cases and arguments before judges, juries, and opposing counsel.

Supervises, directs, and evaluates assigned staff; addresses employee concerns and problems; completes performance appraisals.

Drafts accusations and indictments; evaluates and researches potential defenses; dismisses cases not prosecutable.

Reads cases submitted by investigator; reads police reports, determines whether further investigation is needed; approves or returns cases for more work; researches alternative crimes; reads and researches case law.

Subpoenas appropriate witnesses for motions; researches and argues all pre-trial and post-trial motions; files motions in appropriate time frame prior to trial.

Complies with discovery requirements by copying and mailing documents.

Works with trial team investigators to coordinate witnesses and evidence for trials; gathers and labels evidence.

Negotiates pleas to dispose of cases.

Interviews law enforcement officials, witnesses, victims, experts, and others regarding cases; arranges interpreter services for witnesses when necessary.

Develops trial strategy for each case; organizes opening and closing arguments; presents evidence at trial; consults with supervisors about trial strategy.

Reads appellate briefs and case transcripts; researches and writes responses to briefs; prepares case information for trial.

Represents the State in probation revocation hearings; responds to parole notices.

Handles telephone calls from attorneys, witnesses, and concerned citizens.

Determines appropriate bond amounts.

Attends meetings; maintains continuing education requirements.

Speaks to reporters on various cases.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Juris Doctorate. Must possess and maintain valid membership in good standing in the State Bar of Georgia Association, the Court of Appeals of the State of Georgia, and the Supreme Court of the State of Georgia. Must possess and maintain a valid Georgia driver's license.

ADA COMPLIANCE

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 workstation.

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

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