

CLASSIFICATION TITLE: SENIOR ASSISTANT SOLICITOR GENERAL II

PURPOSE OF CLASSIFICATION

The purpose of this classification is to evaluate cases that come into the Solicitor General's Office and to represent 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.

Meets regularly with the Chief Assistant Solicitor General and/or Deputy Chief Assistant Solicitor General and keeps him/her advised of the activities of each courtroom. Coordinate with the Chief/Deputy Chief regarding scheduling assignments for Assistant Solicitor General so as not to conflict with courtroom scheduling.

Must have an advanced working knowledge of the general facts and legal issues on the Motions and Trial calendars in each courtroom. Be present in the courtroom or office during the Motions and Trial calendars in order to be available to provide assistance to the Assistant Solicitor General.

In the event of the absence of the Solicitor General, Chief Assistant Solicitor General, or Deputy Chief Assistant Solicitor General, the Senior Assistant Solicitor General II shall be present in the courthouse or immediately available.

May perform various supervisory tasks; handles more complex and difficult cases and tries assigned case(s) in court; attends various calendar calls in State, Magistrate, and traffic courts.

Supervise Assistant Solicitors General in the courtroom to ensure the orderly process of case management.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, and completing employee 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.

Comply with discovery requirements by copying and mailing documents.

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

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.

Read appellate briefs and case transcripts; prepare case information for trial; negotiate pleas with other attorneys; reviews and completes accusations; and confer with Judge regarding case information.

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

Handles telephone calls from attorneys, witnesses, and concerned citizens and speaks to reporters on various cases.

Determines appropriate bond amounts.

Attends meetings; maintains continuing education requirements.

ADDITIONAL FUNCTIONS

Through leadership and example, influences the Assistant Solicitors General in a positive and efficient manner by promoting consistency in sentencing recommendations, completion of discovery in a timely manner, assistance in duty officer calls and other forms of advice, a good working relationship with other staff members, and present productive and positive morale among the legal staff.

Perform related work as required.

MINIMUM QUALIFICATIONS

Juris Doctorate; supplemented by three (3) years previous experience that includes litigation and criminal law with an emphasis on prosecutorial experience or comparable felony trial experience with demonstrated effective and progressively proficient work as an Attorney; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain valid membership in good standing in the State Bar Association of Georgia, the Court of Appeals of the State of Georgia, and the Supreme Court of the State of Georgia. Must have considerable knowledge of the criminal code of Georgia and a working knowledge of the case law in Georgia and related Federal decisions; considerable knowledge of the jurisdiction of the Solicitor General's Office; excellent oral and written communication with other staff members, law enforcement officials, judges, and the general public. Must possess and maintain a valid Georgia driver's license. If requirements are met after two (2) years and maintain satisfactory performance, Solicitor General may recommend employee to progress to the SASGII position from the SASGI position.

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 too adverse environmental conditions.