

# RUTHERFORD COUNTY, TENNESSEE

## CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE: ASSISTANT DISTRICT ATTORNEY GENERAL**

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### PURPOSE OF CLASSIFICATION

The purpose of this classification is to represent interests of the State in juvenile delinquency proceedings, including detention, adjudication, disposition, transfer proceedings, restitution hearings, and appeals to circuit court. Duties and responsibilities include reviewing cases, preparing cases for trial, restitution, sentencing and probation hearings, writing and arguing legal motions, appeals, and special actions. Responsibilities also include conducting research, preparing reports, maintaining records, providing information and assistance, and performing other tasks as assigned. Reports to District Attorney General.

### 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.**

Performs legal functions related to the investigation and prosecution of juvenile delinquency cases; reviews juvenile delinquency cases; prepares cases for trial; attends detention court hearings.

Reviews the file of each case, including police reports, previous convictions, and motions from the defense attorney; prepares any necessary correspondence and prepares for the pre-trial conference; secures additional information from law enforcement personnel when required; evaluates findings and develops strategies and arguments in preparation for presentation of cases.

Reviews cases for and participates in arraignments and pre-trial conferences by reviewing reports and criminal histories, preparing amendments or allegations, negotiating with attorneys or defendants regarding plea agreements, conferring with victims, and presenting arguments to the Court.

Formulates trial strategy, determines sentence sought, conducts plea negotiations, investigates case data and researches applicable case law; presents and summarizes cases to judges and juries; argues motions and other matters in court.

Investigates, prepares and prosecutes criminal misdemeanor and referred felony cases that go to trial; interviews witnesses as necessary; responds to defense motions; investigates, prepares and prosecutes forfeiture matters, appeals and related civil matters; secures expert testimony, prepares witnesses for trial, assembles case files, attends pre-trial hearings and files or responds to pre-trial motions.

Communicates information on case status to all involved parties such as defense attorneys, police officials and victims.

Monitors restitution program and assures timely completion and compliance; processes receipts and updates records as needed; coordinates with County Clerk and appropriate offices to assure disbursement to victims; works to establish community good-will through timely and appropriate restitution.

May meet with and counsel parents and juveniles regarding timely satisfaction of court-ordered restitution; advises of penalties and consequences for non-compliance; meets with defendants and/or their attorneys at pretrial conferences and explains available alternatives regarding pleas, fines, sentences, etc.

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Coordinates and pursues additional legal action against juveniles who fail to comply with restitution requirements; coordinates actions with probation officers and prosecutor's office; gives testimony in restitution hearings to resolve disputes; may attend final disposition to assure proper treatment of restitution.

Prepares and responds to post-trial motions and represents the County at sentencing hearings.

Conducts legal research as necessary regarding current cases or to answer questions; answers questions from police officers, defendants or the public.

Maintains confidentiality of departmental documentation and issues.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, or other software programs.

Prepares, transcribes, or completes a variety of legal documents, statistical reports, court data, logs, correspondence, records, or other documents and submits to judicial officials.

Receives various forms, reports, correspondence, memos, laws, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Performs general/clerical tasks, which may include answering telephone calls, initiating reminder telephone calls, typing documents, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Communicates with supervisor, employees, other departments, County officials, law enforcement personnel, judges, court officials, family members, lawyers, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains a comprehensive, current knowledge of laws/regulations; reads professional literature; maintains professional affiliations; attends conferences, workshops and training sessions as appropriate.

### **ADDITIONAL FUNCTIONS**

Provides assistance to other employees or departments as needed.

Performs other duties as required.

### **MINIMUM QUALIFICATIONS**

Law degree, including license to practice law in the state of Tennessee; supplemented by one to two (1-2) years of experience; or an equivalent combination of education, training, and experience, which provides the required knowledge, skills, and abilities to perform the essential functions of the job. Must possess and maintain a valid Tennessee driver's license.

## PERFORMANCE APTITUDES

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability work with little supervision. Includes the ability to make decisions on procedural and technical levels.

**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 a wide variety of reference, descriptive, and/or advisory data and information.

**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 influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

## ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

**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 visual cues or signals. Some tasks require the ability to communicate orally.

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

### PHYSICAL DEMANDS ANALYSIS

**1. STANDING AND WALKING**

Estimated Total Hours: 2.5 Maximum Continuous Time: 1.5

**2. SITTING**

Estimated Total Hours: 5 Maximum Continuous Time: 3

**3. WORK CONDITIONS**

Inside Building	<u>100</u> % of time
Outside	<u>        </u> % of time

**4. HAND USE**

Type of Use	Yes	No	Frequency
Keystrokes	X		
Grasp	X		
Fine Motor i.e: writing, twisting hands or wrist, etc	X		

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Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, 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. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

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Employee's Signature  
  
\_\_\_\_\_  
Date

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Supervisor's Signature  
  
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Date