



# JOB OPENING

## Troup County Government

<b>Position:</b> Assistant Solicitor General	<b>Department:</b> Solicitor	<b>Salary:</b> Depending on Qualifications
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Under general supervision and instruction this position is responsible for assisting the Solicitor-General in preparing and trying cases in court and for representing the state in a variety of legal proceedings.

### Qualifications/Knowledge:

- ⇒ Must have a Juris Doctor Degree; must have 1-3 years of related experience
- ⇒ Must have current membership in the State Bar of Georgia
- ⇒ Knowledge of relevant federal and state laws
- ⇒ Knowledge of criminal procedures and evidence rules
- ⇒ Knowledge of county and department policies and procedures
- ⇒ Knowledge of available alternative sentencing facilities
- ⇒ Knowledge of computers and job-related software programs
- ⇒ Skill in organizing and prioritizing work
- ⇒ Skill in negotiation, persuasion and legal research
- ⇒ Skill in collecting and analyzing data
- ⇒ Skill in public speaking and interpersonal relations
- ⇒ Skill in oral and written communication

### Essential Duties and Responsibilities:

- ⇒ Prepares jury and non-jury trial case; selects cases for trial, responds to defense motions, investigates cases, coordinates case evaluations with co-workers, researches law and issues, prepares questions and statements, files pre-trial motions, discusses cases with defense attorneys, prepares plea offers and witnesses addendums
- ⇒ Tries cases; selects juries, delivers opening statements, presents cases, cross-examines defense witnesses, delivers closing arguments and recommends sentences
- ⇒ Represents the state at change-of-plea dates; presents any bargains to the court and explains the facts and prior history of the case in court
- ⇒ Represents the state in appeals; researches issues to be appealed, prepares and files briefs and appears in front of the Court of Appeals and/or Georgia Supreme Court as required
- ⇒ Researches new statutory and case law on criminal procedures and misdemeanor procedures
- ⇒ Represents the state in hearings involving the setting of bonds and bond forfeitures
- ⇒ Represents the state at criminal misdemeanor arraignments; draws up accusations, prepares files, negotiates pleas, recommends sentences, files accusations and conducts arraignments for jailed defendants
- ⇒ Attends various conferences and seminars to remain current on law, prosecutorial procedures and victims' rights
- ⇒ Performs all other related duties as assigned

**Employment Applications will be accepted Until Filled on Troup County's website @ [www.troupcountyga.org](http://www.troupcountyga.org).**

Job #: 10192020 Assistant Solicitor General

Grade 21

*Valerie P. Heard*

Valerie P. Heard, Human Resources Director

*Eric Mosley*

Eric Mosley, County Manager

**Troup County is an Equal Opportunity Employer - A Drug Free and Tobacco Free Workplace**