

JOB OPENING

Troup County Government

Revised

Position: Assistant Solicitor General	Department: Solicitor	Salary: 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 cases: 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.

Job #: 07032019 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