

County of Berks

POSITION DESCRIPTION FORM

Position Title: ASSISTANT DISTRICT ATTORNEY I

Department: DISTRICT ATTORNEY Reports To: (Title) SUPERVISING ATTORNEY/
CHIEF OF TRIALS

Wage Category: Exempt Non-Exempt

EEO-1 Union
Category: PROFESSIONAL Classification: N/A

POSITION SUMMARY:

Performs professional legal work as an assistant to the District Attorney with regular supervision. Primary responsibilities concentrate on one of three main areas; preliminary hearings, Juvenile Court, or the Court of Common Pleas. Responsible for reviewing, researching, preparing, and presenting cases at various criminal proceedings.

POSITION RESPONSIBILITIES:

Essential Functions

1. Represent the Commonwealth at preliminary hearings by evaluating charges, interviewing witnesses, and presenting testimony and legal argument to the Court.
2. Review and approve juvenile referrals for prosecution and handle matter through final disposition of charges. Conduct detention hearings, placement review hearings, and juvenile delinquency proceedings.
3. Handle individual Court of Common Pleas caseload from initial assignment through trial, sentencing, or final disposition; as well as all pretrial issues ranging from plea agreements, hearings on pretrial issues, bail hearings, bench warrants, and miscellaneous petitions.
4. Prosecute summary appeals, indirect criminal contempt matters (PFA violations), and handle miscellaneous matters, including but not limited to appeals and forfeitures as assigned.

Effective Date 11/30/2003

Revision Date

Non-Essential Functions

1. Furnish information, advise, and respond to inquiries or complaints submitted by members of law enforcement or the public.
2. Review applications for private prosecutions submitted by the public, interview witnesses, and approve or disapprove prosecution of the matter.
3. Assist in research of various legal issues as assigned.

MINIMUM EDUCATION, REQUIREMENTS, AND EXPERIENCE:

1. Graduation from a recognized accredited school of law and admission to the Supreme Court of Pennsylvania.
2. Must possess a valid drivers license and have regular access to a motor vehicle.
3. Must successfully pass a background check.
4. Possess the equivalent combination of experience and training, which provides the required knowledge, skills, and abilities, including but not limited to Judicial clerkship, externship, internship in a District Attorney's office or other governmental agency, or civil or criminal private practice (preferred).

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

1. Good working knowledge of judicial procedures and rules of evidence.
2. Good knowledge of County ordinances and State, Federal, and general municipal laws including accepted legal or Court interpretations.
3. Ability to analyze, appraise or organize facts, evidence and precedents and to present such materials effectively, both orally and in writing.
4. Ability to present and argue cases in court.
5. Ability to establish and maintain effective working relationships with Court Officials, County Officials, coworkers, and the general public.

PHYSICAL DEMANDS:

Nothing unusual

WORKING ENVIRONMENT:

Normal Office and Courtroom environment. May require travel to various locations around Berks County.

This position description serves as a guideline for communicating the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where appropriate.