

Beaver County Assistant District Attorney

September 5, 2019

Position: Assistant District Attorney. Location: Office of the District Attorney, Beaver County Court House, 810 3<sup>rd</sup> Street, Beaver PA 15009

Available: Immediately Bargaining Unit: United Steel Workers. Hours: Monday-Friday 8:30AM-4:30PM with periodic on-call.

The County of Beaver is searching statewide for a candidate for the position of Assistant District Attorney. This position will be prosecuting criminal cases, conducting preliminary hearings, pretrial motions and appeals and to provide guidance to other staff members as required

The essential functions are listed below; this list is not all inclusive

Interviews victims, witnesses, law enforcement officers, detectives, and others in researching assigned cases

Reads and analyzes various discovery material in preparing for cases

Prepares and files in court criminal charges against offenders

Argues and or / negotiates cases in preliminary hearings and pretrial motions, negotiates plea agreements with attorneys

Litigates hearing for arraignments, bail, parole, probation, and sentencing

Serves as prosecuting attorney in court trials and conducts jury selection, makes opening statements, conducts direct and cross examinations, and delivers closing statements

Presents oral arguments in appellate court

Represents the Commonwealth in handling Juvenile Court cases all stages of legal proceedings from detention to adjudication

Reviews and approves search warrants and various felony criminal complaints

Prepares legal briefs, legal correspondence and memoranda, subpoenas, pleadings, motions and petitions

Prepares and submits sentencing agreements, felony to misdemeanor pleas, and arrest documents for District Attorney Approval.

Negotiates plea agreements with attorneys.

Presents legal arguments for sentencing of defendants.

Serves as victim advocate by representing victims at Protection from Abuse Contempt Hearings; accompanies child victims to physical and medical examinations.

Provide assistance to law enforcement on a 24 hour on call basis.

Performs routine administrative duties including maintaining office files and records, copying and faxing documents, typing forms and reports, and answering the telephone.

Confers with victims, witnesses, law enforcement officers, district attorneys, defense attorneys, private attorneys, district judges, medical personnel, court clerks, probation officers, other County department and staff members.

Refers to state and federal statutes, legal opinions, treaties, legal textbooks, newspapers, technical journals, law periodicals, case law, maps, encyclopedia, and dictionaries.

Minimum qualifications for this position are to have a Juris Doctorate degree supplemented by five (5) years of experience or training. Must also be member in good standing with both the Pennsylvania and Federal BAR. Must be computer literate and competent in Word, Excel, Outlook and Westlaw. Interested parties are asked to submit their resume to:

Beaver County is an Equal Opportunity Employer