

Circuit: Stone Mountain Judicial Circuit (DeKalb County, Georgia)

Job Title: Trial Assistant, Evidence Unit

Job Description: The DeKalb County District Attorney's Office is currently accepting resumes for a **Trial Assistant** in our newly formed Evidence Unit. This position will work to safeguard and maintain the integrity of all property and evidence in the District Attorney's Office. This position will report to the Supervising Investigator of the Evidence Unit.

The following duties are normal for this position; other similar duties may be required and assigned, as needed:

Data entry into the evidence software program, detailed account of labeling and storing of evidence, use of county software programs for research. Maintains inventories of supplies, forms and other materials needed for the unit to complete work activities.

Prepare documents for Assistant District Attorney, to review/approve the destruction of evidence, creating/updating/sharing spreadsheets for filing with court documents.

Processes evidence requests from officers, investigators, attorneys, and/or other interested parties, ensuring compliance with applicable laws and guidelines. Performs customer service functions with members of the public and/or other law enforcement agencies. Mailing letters to owners of property and arrange for the release of property to owner.

Performs routine inventories and audits of property and evidence stored.

Work with municipalities within DeKalb County with the destruction of their evidence.

Work closely with other members of the Evidence Unit; assisting with other duties when needed.

Minimum Qualifications/Requirements: Associate degree in Administrative Professional or related field; three years of experience in providing administrative support in a court or legal setting; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Knowledge/Skills/Abilities: Strengths should include excellent customer service skills and a high level of professionalism. Excellent organizational skills and an attention to detail should be demonstrated. Knowledge of use in RMS, Legacy Case Management System, Odyssey, EWI, Department of Forensic Science (DOFS), GCIC, and internal and external reporting is a plus.

Position Status: Full-Time

Position Type: County Paid/ Time Limited

Salary Range: Salary and benefits will be commensurate with experience.

Employment is contingent upon the completion and satisfactory results of a criminal background check.

Interested candidates should email a cover letter, resume and references by May 31, 2023, to the attention of Deputy Chief Inv. Lynell Freligh at lafreigh@dekalbcountyga.gov.