

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

Job Title: Trial Assistant, SB440 Unit

The DeKalb County District Attorney's Office (DKDA) is currently accepting resumes for a Trial Assistant to work in its SB440 Unit. The Unit is responsible for investigating and trying SB440 homicides and armed robbery cases in the Stone Mountain Judicial Circuit. These cases involve crimes where a juvenile offender between the ages of 13-16 may be charged as an adult. The following duties are normal for this position; other duties may be required and assigned:

- Preparing and processing a variety of legal and court documents and information; and gathering, transcribing, composing, typing, reviewing, and submitting documentation to appropriate personnel and parties
- Monitoring, tracking and maintaining documentation regarding cases, status of cases, hearings, amendments to court rules, case law, etc.; tracking court documents, filings, and scheduling; following up on docket entries, opinions, appeals, criminal complaints, fugitive warrants, etc.; and compiling statistics and prepares related reports
- Distributing documentation between department/staff members and internal/external individuals/agencies; distributing/delivering incoming faxes, mail, or other documentation to appropriate personnel; sorting, organizing, opening, and/or distributing incoming mail; processing outgoing mail; and copying and distributing forms, reports, correspondence, schedules, agendas, or other documentation.

Essential Functions:

- Review email communications from Juvenile Court Judge Staff, Superior Court Judge Staff and Recent Arrest Reports daily and take appropriate actions in a timely manner
- New cases should be reviewed and updated with the correct bond information, defense attorney, and defendant's address and jailed facility
- Composes and types correspondence, forms, orders and other documents as requested from the assigned ADAs
- Analyzes work problems and implements appropriate solutions
- Make copies (cd/flash drive), fax, email discovery to Public Defenders and Defense Attorneys, along with filing the Certificate and States' Request for Reciprocal Discovery
- ~ (Same Day Procedure) Upon receipt of the discovery request file the same day and place in the mail, email, or place in the Record room for pick-up.
- Assembles and organizes files for court based on Arraignment, Pre-Trial, Probation Revocation, and Motions calendars

- Order files for Probation Revocation Calendars, Bond Calendars, request updated GCIC, and prepare the order, in some cases, file the actual petition based on the assigned courtroom
- Must dress professional for court calendars as follows: Arraignment, Pre-Trial and some Motions calendars ~ court announcements must be noted and any special instructions by the presiding judge
- Composes correspondence, forms, orders and other documents as requested from the assigned Division/ Unit ADA's
- Check voice mail daily and return telephone calls within 48 hours
- Analyzes mail daily to determine what is requested and implements appropriate solutions
- Fosters two-way communications with defense attorney, judicial staff and court personnel to ensure all notifications are received on related cases assigned to the Unit.
- Responds to routine request for information or assistance from staff, the public or other individuals (Walk-In's)
- Complete GCIC Certification
- Schedule cases, as needed for presentation to Grand Jury and update defendant's Computer Criminal History to reflect the filed charges on the Bills of Indictment.

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.

Experience with high-volume, time sensitive criminal case work, updating the data on new cases to ensure all parties are notified timely for court calendar calls, maintain an electronic calendar notification to assigned attorneys regarding required court appearances, prepare and distribute Discovery. Ordering Material Witnesses Inmates from DeKalb County Jail, Department of Corrections, or Federal Bureau of Prison, mail victim court notifications and witness on-call subpoenas, along with preparing referrals for transcriptions. Strengths should include customer service, office organization and familiarity with Microsoft Office, Odyssey, JCATS and internal and external reporting.

Position Status: Full-Time

Position Type: County-Paid

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 resume, cover letter, and references by June 2, 2023, to the attention of A'Sheika L. Penn, Deputy Chief ADA, Juvenile Division at the following email address: alpenn@dekalbcountyga.gov.

The Stone Mountain Judicial Circuit is an equal employment opportunity employer and in compliance with the Americans with Disabilities Act, will provide reasonable accommodations to qualified individuals with disabilities.