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## Job Description

Department: District Attorney's Office  
Position Title: District Attorney Specialist  
Pay Classification: P&A 05 (Entry \$22.17-\$31.17/hr.)  
Reports To: District Attorney and Office Director

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### **Overall Descriptions of the Position:**

District Attorney Specialists will work within the District Attorney's Office and are responsible for assessing and processing all criminal cases at a high level. This role specifically manages daily operations in the trial court, which includes providing information to litigants and staff, reviewing case files, making referrals, preparing cases for court hearings, briefing judges, attending hearings, and performing administrative support functions. This position is essential for ensuring the efficient and cost-effective movement of cases through the criminal justice system.

### **Position Requirements:**

- High level of understanding of Pennsylvania Crimes Code and Vehicle Code, as well as the criminal justice system.
- Ability to concentrate on and evaluate individual cases.
- Ability to speak calmly and confidently to convey information to victims, witnesses, police officers, defense attorneys and others in person and on the phone, who may be emotional and/or adversarial.
- High level of organizational and prioritization skills.
- Ability to work effectively and efficiently under strict legal time constraints.
- Technical knowledge of personal computer operations including Microsoft Word, Excel, Windows and general data entry.
- Multitasking – able to deal with many time-sensitive issues at one time.
- Ability to work in a professional and confidential environment.
- High level of communication and interpersonal skills allowing for effective interaction with judges, attorneys, police officers, constables, other County agencies, crime victims, witnesses, and experts at hospitals and crime labs.

- Ability to comprehend a variety of documents; including case files, criminal records, driving records, police reports, criminal complaints, lab reports, medical records, insurance claims and related records.
- Ability to make decisions using legal reasoning regarding cases.
- Ability to interview and elicit information from individuals in a non-threatening, calm and authoritative manner.
- Ability to analyze information for appropriate action and resolution of case specific situations.
- Ability to express ideas clearly and concisely both orally and in writing.
- Ability to work independently.

Position Duties:

The following duties are typical for the positions. They are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Verify location of incarcerated defendants and make necessary transportation arrangements through all phases of court proceedings.
- Use of Prosecutor's Management System (PMS) to monitor caseload for Call of the List, Assistant District Attorney Trial Lists, and Jail Case Lists.
- Notify the Jail and Sheriff's office of any incarcerated defendants who have signed waivers or whose trials have been continued, preventing them from being transported unnecessarily.
- Merge new cases and continued cases for each month's trial list.
- Compare District Attorney's Trial List with Court Administrator's List and notify Court Administrator of any changes/corrections/discrepancies.
- Prepare voir dire and other documents.
- Arrange for transportation and /or lodging for out of town/long distance victims or witnesses, if necessary.
- Prepare cases and several back-ups for trial, as witnesses may be called at the Court's discretion with short notice.
- Monitor and maintain continued cases sending notice to Appeals.
- Compile and print the control sheets for the new month and match them against the Formal Arraignment lists to ensure that all correct cases have been pulled. Additionally, compare the control sheets with the witness lists.
- Prepare and distribute the District Attorney's trial and Call of the List, along with preparing the Jail List, and provide a copy to the courthouse partners.
- Compile a list of witnesses and police officers on vacation, along with contacting individual police departments if there are no vacation reports.
- Communicate with the Clerk of Courts with any pleas and give them the original orders.
- Schedule Trials and Suppression Hearings.
- Communicate updates and status of the case to involved members, citizens, or professionals.

Minimum Education and/or Experience Required:

High School diploma, and a minimum of 5 years of experience working in the legal system or an office environment, preferably a law office.

To Apply:

Please complete the standard [County of Mercer Application](#) and send a letter of interest, salary history, and your resume to the following:

Mercer County  
HR Department  
125 S Diamond Street, Suite 17  
Mercer, PA 16137  
[hr@mercercountypa.gov](mailto:hr@mercercountypa.gov)

Applications can be submitted via USPS, e-mail, or hand delivered.

**Deadline to Apply: Position posted until filled**