



Job Description

Department: District Attorney's Office
Position Title: First Assistant District Attorney
Pay Classification: Atty1 (Entry \$76,774.06/yr. – at 8 years \$101,130.55/yr.)
Reports To: District Attorney

Position Summary:

- The First Assistant District Attorney acts as a full-time Assistant District Attorney with additional day-to-day staff supervision responsibilities. In the absence of the District Attorney, the First Assistant will perform all the required duties of the office.
- The First Assistant District Attorney will act on authority, delegated by the District Attorney, to represent the Commonwealth in the prosecutions of those who have violated the law. They will be responsible for the prosecution of a criminal caseload's full lifecycle, including trials and other criminal proceedings.

Major Duties & Responsibilities:

- General Supervision of all Assistant District Attorneys in conjunction with the District Attorney.
- Responsible for trial case assignments in conjunction with the District Attorney.
- In charge of all training and regular legal updates for Assistant District Attorneys.
- Act as the liaison between District Attorney's Office, the Public Defender's Office, Court of Common Pleas, District Courts and Juvenile Probation.
- Serve as a liaison as directed by the District Attorney with outside agencies.
- Serve at the Right to Know Officer for the District Attorney's office, responding to all submitted requests.
- Attend all Multi-Disciplinary Team (MDT) meetings.
- Serve as the Wire Tap Supervisor and Brady Review Officer.
- Evaluate evidence relative to propriety of criminal charges and search warrants.
- Advise police officers working in the field on charging decisions, drafting of criminal complaints, search warrants, statement of probable cause and investigations.

- Read and analyze discovery materials and legal precedents in preparing for cases, including determining strategy to be used in prosecuting of cases.
- Prepare legal briefs, legal correspondence and memoranda, pleadings, motions and petitions.
- Assemble and evaluate evidence, including interviews and prepares witnesses for various court appearances.
- Represent the Commonwealth in the prosecution of cases at preliminary hearings, pretrial motions, trials before court and/or jury, post-verdict motions and appeals to the Superior and Supreme Courts of Pennsylvania.
- Represent the Commonwealth in Post-Conviction Relief Act hearings in the Court of Common Pleas and appeals from there to the Superior and Supreme Courts of Pennsylvania.
- Represent the Commonwealth in Juvenile Court proceedings and all appeals.
- Represent the Commonwealth in summary appeals.
- Does legal research and makes oral arguments and prepares written briefs before all Commonwealth and Federal Courts.
- All other duties as assigned.

Job Requirements:

- Comprehensive knowledge of Pennsylvania's Criminal Code, Vehicle Code, Drug Act, Rules of Criminal Procedure, Rules of Appellate Procedure, Game Commission Code, sentencing guidelines and Rules of Professional Conduct.
- Must possess thorough knowledge of state substantive and procedural law and rules of evidence.
- Past staff management experience is strongly preferred.
- Ability to comprehend and interpret a variety of documents including police reports, crime and hospital lab reports, medical records, insurance statements, State and other criminal statutes, legal codes, constitutional provisions and administrative regulations.
- Ability to analyze facts, evidence and precedents and to arrive at logical interpretations.
- Skill and ability to organize and present facts and evidence in legal proceedings.
- Must possess a sense of fairness which allows for vigorous yet just prosecution of all offenders while protecting the rights of crime victims and society.
- Ability to communicate effectively with victims of crimes, police officers, jurors, judges, attorneys, doctors, coroners, criminals and others, verbally and in writing.
- Ability to prepare a variety of documents, including pleadings, motions, briefs, letters and other correspondence.
- Ability to practice effective time management, organization skills and to concentrate and work on details of several cases at once.
- Ability to maintain confidentiality regarding all aspects of on-going criminal cases.

- PA Child Abuse Clearances are required.
- Valid Driver's License and ability to travel in-County.

Minimum Education and/or Experience Required:

- Juris Doctor degree and is a member of the bar in good standing in the Commonwealth of Pennsylvania.
- Licensed to practice law before the Courts of the Commonwealth of Pennsylvania.
- Continuing legal education required.

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

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

Deadline to Apply: Position posted until filled