**District Attorney Job Description Template**

[Insert company name here] is an established and successful law firm specializing in [insert key areas of focus here]

We’re looking for a District Attorney to join our team as an additional talented lawyer to the firm.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Reviews citations, arrest reports and other law enforcement documents; conducts factual and legal analysis to determine whether felony charges should be filed based on the facts of law and evidence
* Conducts legal research; gathers and compiles evidence; identifies and subpoenas witnesses, records and other information required to present the case; prepares and presents memoranda of law, briefs, and other legal documents as required
* Reviews motions filed in cases, provides assessment and recommendations, and resolves as needed; receives and reviews memoranda, briefs and other filings; reviews filings for jurisdictional and statutory requirements; conducts conferences with defense counsel concerning the settlement of cases
* Manages assigned cases; advises law enforcement agencies; confers with witnesses and victims of crime; negotiates plea agreements with defense counsel; anticipates problems and pursues solutions; establishes trial strategy
* Guides and assists paralegals, secretaries and clerks; provides training, counseling and professional assistance on legal writing skills and professional responsibilities
* Advises law enforcement agencies during investigations; assists in the development of trial preparation and presentation skills for deputies and officers; responds to law enforcement agencies' inquiries regarding search warrants and charging decisions

### About you

* Doctor of Jurisprudence Degree and current membership in the [insert location] State Bar
* Extensive knowledge of [insert location] Criminal Law, rules of evidence; legal practices, procedures and terminology; investigate techniques and court procedures
* Must be able to do light traveling
* Must meet the requirements of the job description
* Must pass extensive criminal history check along with pre-employment drug testing

### What you’ll get in return

The firm offers a generous benefits package along with compensation based on experience level and client orientation.

* Competitive compensation based on experience
* Medical insurance plan
* Dental insurance plan
* Vision insurance plan
* Contribution to life insurance plan
* 401k profit sharing
* Parking reimbursement
* Social, charity, and wellness events

To apply for the role or have a confidential discussion, contact us on [insert recruiter email address] or [insert recruiter phone number]