

Augusta, Georgia
Assistant Solicitor General Vacancy

Approved Title: Assistant Solicitor General
Working Job Title: Assistant Solicitor General
Department: Solicitor General’s Office

GENERAL SUMMARY: Provides clerical and administrative support within the guidelines of supervisory instruction, departmental policies and procedures and GCIC manuals. Reports to Solicitor General or other designated person and works with office personnel, law enforcement personnel, court personnel, County and State employees, and the general public to efficiently provide support to the office.

KEY RESPONSIBILITIES AND PERFORMANCE STANDARDS	
Percentages	TYPICAL CLASS ESSENTIAL DUTIES:
50%	Represents the State in the prosecution of misdemeanor cases with direct litigation responsibilities. Presents cases daily for arraignment and sentencing in State Court. Conducts suppression, revocation and restitution hearings.
50%	Manages a high volume caseload through case preparation and time management skills. Reviews files for prosecution and will represent the State throughout arraignment, trial and sentencing phases. Reviews criminal histories, interviews witnesses and targets specific victim concerns and/or restitution. Prepares court orders and other legal documents. Serves as resource for subordinate personnel.
As Required	Performs other duties of a similar nature or level.

REQUIRED MINIMUM QUALIFICATIONS:

Education: Juris Doctor required. Must be a member of and in good standing with the State Bar of Georgia.

Experience: One or more years previous experience in a similar position or sufficient experience to perform principal duties and responsibilities. Internship, third year practice in law, law journal and/or participation in Moot Court will be considered towards experience.

Knowledge/Skills/Abilities:

- Considerable knowledge of state laws, court proceedings, rules of evidence, policies, criminal procedures and activities of the Solicitor General’s Office as they pertain to the performance of duties relating to the position of Assistant Solicitor General.
- Familiarity with local government and departmental policies and procedures.
- Proficiency in dealing with the public.
- Communication skills, legal research and writing.
- Demonstrated ability to work independently.

PHYSICAL REQUIREMENTS:

Depending upon area of assignment, positions in this class typically require: intermittent sitting, standing, walking, pushing, pulling, lifting, fingering, grasping, stooping, crouching, feeling, talking, hearing, seeing and repetitive motions. Work is performed in an office setting.

TRAINING & SUPERVISORY RESPONSIBILITY:

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

Please send resume, cover letter and 3 references with contact information to:
 Kellie McIntyre, Solicitor-General
 735 James Brown Blvd., Suite 2500
 Augusta, GA 30901

Or

solicitorsoffice@augustaga.gov