

# ANNOUNCEMENT

**ASSISTANT DISTRICT ATTORNEY—ENTRY LEVEL  
HINDS COUNTY DISTRICT ATTORNEY’S OFFICE  
SEVENTH CIRCUIT COURT DISTRICT  
JACKSON, MISSISSIPPI**

## **Job Description:**

The Hinds County District Attorney’s Office seeks qualified candidates for a full-time entry-level Assistant District Attorney position. The office is seeking attorneys who will serve as a representative of the State of Mississippi, for the Office of the Hinds County District Attorney, pursuant to the constitution and general laws of the State.

The core duties of a Hinds County Assistant District Attorney include: reviewing and analyzing allegations of criminal violations; developing strategies for investigations; coordinating with Mississippi law enforcement agencies to ensure that cases are investigated thoroughly and effectively; developing testimonial and documentary evidence relevant to cases and for trial; presenting evidence to Hinds County Grand Juries; identifying relevant legal issues in cases and investigations; making recommendations for or against prosecution; preparing and presenting cases for prosecution, to include: preparing grand jury testimony, prosecution summaries, and indictment recommendations; preparing motions, pleadings, and briefs; conducting pretrial discovery and motions practice; and conducting every aspect of trial preparation and trial presentation in the Hinds County Circuit Court in both the First and Second Judicial Districts of Hinds County, Mississippi.

## **Qualifications:**

### **A) Required Qualifications:**

Applicants must possess a J.D. from an American Bar Association accredited law school, and be an active member of the Mississippi Bar in good standing or willing to sit for the July 2023 bar examination.

Applicants also must have strong, demonstrated qualifications in the following areas: written and oral communication skills; the ability to analyze complex issues; skill and experience working collaboratively and productively with others; organizational skills; professional judgment; initiative; and the ability to excel in a fast-paced, demanding environment.

### **B) Preferred Qualifications:**

The following qualifications are preferred, but not required: judicial clerkships, law review, moot court, clinical experience, and skills and experience working cooperatively and productively with a range of people, such as charging parties, witnesses, respondents, opposing counsel, judicial or administrative officials, victims, advocacy groups, and other federal or state governmental agencies.

**Application Process:**

To apply for this position candidates must provide a complete Application Package, which includes:

1. Cover Letter
2. Résumé
3. Writing sample
4. Completed applications must be submitted to [dajobs@co.hinds.ms.us](mailto:dajobs@co.hinds.ms.us)

**Do not send application packages to the Hinds County District Attorney's Office directly. Only properly submitted applications will be considered.**

**Salary and Benefits:**

Commensurate with experience.

**Equal Employment Opportunity Statement**

It is the policy of Hinds County to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law. Hinds County prohibits any such discrimination or harassment.

*The statements contained herein describe the scope of responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts Hinds County's right to assign or reassign duties and responsibilities to this job at any time unless restricted by law.*