



**Jason R. Williams**  
**District Attorney for the Parish of Orleans ~ State of Louisiana**  
**619 S. White Street**  
**New Orleans, Louisiana 70119**

**Job Title:**

Trial Assistant

**Job Summary:**

To support an Assistant District Attorney in all criminal matters before the courts with jurisdiction in the Parish of Orleans.

**Reports To:**

Chief of Trial Assistants

**Classification:**

Full-Time

**Duties and Responsibilities:**

To perform duties that may be assigned by Assistant District Attorneys of Orleans Parish, including but not limited to the following:

- Perform basic administrative service task such as answering phone calls, responding to e-mails, making copies, redacting files, BATES numbering, greeting witnesses, and all things necessary to assist a trial attorney
- Coordinate meetings, appointments, and interviews with victim/witness personnel, lawyers, victims, survivors, witnesses and more
- Meticulously maintain calendars for case dockets, meetings and appointments
- Maintain knowledge of the law, specifically Brady, and how it applies to case management, document preparation, and discovery disclosures
- Locate and research CVs of any expert witnesses anticipated to testify at trial
- Accompany trial ADAs at all court proceedings, present at counsel table to track and update case information in case management
- system contemporaneously (court dates, warrant information, filing of pleadings by defense counsel, etc...)
- Locate and prepare complete files for all criminal court appearances
- Calculate jail credit, ensuring credit is properly determined for the ADAs and the court
- Prepare all plea paperwork, judgments, dismissals, and other related legal documents necessary for the proper disposition of criminal cases

- Research and review rap sheets, pending, non-indicted, and probation files to ensure accurate information for ADA
- Manage, organize and maintain documents in paper and electronic filing systems
- Prepare, generate, and file subpoenas, pre-trial motions, revocations, adjudications, bench warrants, competency/sanity motions, etc...
- Process case referrals to the Attorney General or US Attorney's office
- Assist with jury trials by preparing prospective jury charts, reviewing prior service of jurors, copying jury list for ADA and Investigators, expeditiously researching jurors on social media
- Enhance trial proceedings by organizing evidence, preparing exhibits, scheduling witnesses with Victim Assistance Advocates so that witnesses are not burdened with waiting unnecessarily, typing or legibly writing detailed legible courtroom notes
- Communicate with court staff to ensure condition and use of courtroom equipment (audio visual, DVD, ELMO, etc...)
- Communicate frequently with court staff, law enforcement agencies, defense attorneys, probation officers, state agencies, and the public, maintaining courtesy and professionalism
- Prioritize work to meet required deadlines
- Organize materials for team case review (Team Includes ADAs, trial assistants, Victim Advocate Counselors, First Assistant, and District Attorney)
- Maintain strict confidentiality of all information
- Assist with any special projects or task assigned
- Be a team player at all times

### **EEO COMMITMENT**

OPDA is an equal opportunity employer. The office hires employees without regard to race, age, religion, national origin, physical or mental disability, sex, sexual orientation, military status, marital status, childbirth or related medical condition of any female employee, sickle cell trait, or status as a tobacco user or non-user. Also protected is genetic information or requests for services involving genetic information. In addition, OPDA is committed to encouraging representation and the participation of all races, nationalities, ethnicities, abilities and disabilities, religions, cultures, ages, and sexual orientations in the workforce and management.

### **DIVERSITY, EQUITY, AND INCLUSION**

OPDA is dedicated to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talent that OPDA employees invest in their work represents a significant part of the office's culture, reputation, and achievement. OPDA embraces and encourages employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make its employees unique. The office is committed to continually developing a work environment built on the premise of gender and diversity equity that encourages and enforces:

- Respectful communication and cooperation between all employees.
- Teamwork and employee participation, permitting the representation of all groups and employee perspectives.
- Employee contributions to the communities served by OPDA, in order to promote a greater understanding and respect for their diversity.