



**JOB TITLE:**

Trial Assistant

**REPORTS TO:**

Division Chief

**CLASSIFICATION:**

Full-Time

**ABOUT THE ORLEANS PARISH DISTRICT ATTORNEY'S OFFICE (OPDA):**

Jason Rogers Williams took office as the Orleans Parish District Attorney on January 11, 2021, and is building a 21<sup>st</sup> century prosecutors' office with a team of the best and brightest from around the country and a mission of being as smart on crime as the office has historically been tough on crime. New Orleans has led the world in convictions and incarceration for decades, without any corresponding decrease in crime. OPDA is simultaneously increasing safety and delivering justice with a laser focus on serious offenses and a belief that every New Orleanian deserves the presumption of innocence.

**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 tasks 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 Division personnel, lawyers, victims, survivors, witnesses, and more
- Meticulously maintain calendars for case dockets, meetings, and appointments
- Maintain knowledge of the law, specifically *Brady v. Maryland*, 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 attorneys at all court proceedings, be present at counsel table to track and contemporaneously update case information in case management system (e.g., court dates, warrant information, filing of pleadings by defense counsel)
- Locate and prepare complete files for all criminal court appearances
- Calculate jail credit, ensuring credit is properly determined for the attorneys 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 to ensure accurate information for attorneys
- 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, and other documents
- Assist with jury trials by preparing prospective jury charts, reviewing prior service of jurors, and copying jury list for attorneys and Investigators
- Enhance trial proceedings by organizing evidence, preparing exhibits, scheduling witnesses with Victim/Witness Coordinators, and typing or legibly writing detailed legible courtroom notes
- Communicate with court staff to ensure condition and use of courtroom equipment (e.g., audio/visual)
- Communicate frequently with court staff, law enforcement agencies, defense attorneys, probation officers, state agencies, and the public, maintaining courtesy and professionalism
- Organize materials for team case review (team includes attorneys, trial assistants, Victim/Witness Coordinators, First Assistant, and District Attorney)

#### **SALARY AND BENEFITS:**

Salary to commensurate with experience. New hires may be eligible for:

- Enrollment in the City of New Orleans health insurance plan
- 6.44 hours of sick leave and no fewer than 6.44 hours of vacation leave per month (6.44 hours per month = approximately 10 days per year)
- Enrollment in the New Orleans Municipal Employees' Retirement System
- Federal [Public Service Loan Forgiveness](#) program
- A generous paid holiday schedule

#### **EEO STATEMENT:**

OPDA is an equal opportunity employer. The office values a diverse workforce and management reflective of the communities that it serves. OPDA adheres to a policy of making employment, promotion, and other personnel decisions without regard to race, culture, color, religion, sex, sexual orientation, gender identity, national origin, marital status, caregiver status, prior record of arrest or conviction, citizenship, age, or disability.

#### **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.