

**Position:** Assistant Solicitor General (Full-Time)

**Location:** Marietta, Georgia (Cobb County)

**Job Summary:**

Assistant Solicitor Generals (ASGs) for the Cobb County Solicitor General's Office play a crucial role in prosecuting misdemeanor violations and ensuring the fair administration of justice. This role encompasses a diverse range of responsibilities, requiring a combination of legal expertise, effective communication, and dedication to upholding the law. ASGs are responsible for representing the State throughout all stages of court proceedings and performing additional tasks related to State Court prosecutions.

**Key Responsibilities:**

1. Legal Advocacy and Litigation:
  - Prosecute misdemeanor violations by practicing negotiation techniques, researching case law, and responding to motions as needed.
  - Litigate criminal cases when necessary, arguing motion hearings, conducting trials, probation revocations, and bond revocations.
  - Prepare cases for trial through investigation, evidence collection, and case preparation.
  - Comply with Marsy's Law when interacting with witnesses and victims during case pendency and trial/motion preparation.
2. Courtroom Proceedings:
  - Represent the State in all stages of court proceedings, including speaking on the record during plea hearings, motions, and other courtroom procedures.
  - Interface professionally with trial partners, administrative staff, victim advocates, investigators, courtroom personnel, and the public.
  - Be prepared and willing to assist other prosecutors in court when necessary.
3. Case Management and Systems Proficiency:
  - Monitor and notate cases, ensuring the accurate tracking of case progress.
  - Proficiency in utilizing systems and programs commonly used in the Solicitor's office.
4. Negotiation and Appeals:
  - Negotiate cases with defense attorneys to reach fair and just resolutions.
  - Assist the Appellate Attorney with drafting appeals if a case is appealed.

5. Cross-Court Expertise:

- Be familiar with other courts in which the Solicitor's Office practices, such as Traffic Court, School Bus, Magistrate Court, and Juvenile Traffic Court.

6. Adaptability and Additional Tasks:

- Be prepared to handle additional tasks as required by the Solicitor General, contributing to the efficient functioning of the office.

**Qualifications:**

- Juris Doctor (JD) degree from an accredited law school.
- Admission to the Georgia State Bar (licensed attorneys only).
- Strong legal research and analytical skills.
- Excellent communication and negotiation skills.
- Courtroom experience and a demonstrated ability to advocate effectively.
- Knowledge of legal software and case management systems.
- A commitment to upholding ethical standards and maintaining the highest level of professionalism.

**Preferred Qualifications:**

- Jury trial experience.
- Bench trial experience.
- Motions practice experience.
- Experience and proven track record of community service involvement.

**Salary:** Commensurate with experience.

**How to Apply:**

Interested candidates should submit a cover letter and resume to Chief of Staff, Young M. Tae at [young.tae@cobbcounty.org](mailto:young.tae@cobbcounty.org). The subject line of the email should include "Full-Time ASG Application – [Your Full Name]."

**Application Deadline:** Apply Any Time Throughout the Year Based on Need

*The Cobb County Solicitor General's office is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.*