



TENNESSEE DISTRICT ATTORNEYS GENERAL CONFERENCE

STEPHEN D. CRUMP • EXECUTIVE DIRECTOR

Career Employment Information

The District Attorney's General Conference Office is an equal opportunity employer accepting applicants from all experience levels. All applicants must provide a resume, cover letter, and signed application to be considered. Please contact the appropriate member of our Staff for all inquiries. All applications will be forwarded to the hiring committee.

It is the policy of the District Attorney's General Conference to prohibit discrimination in matters of recruitment, employment, training, promotion, wages, and discipline on the basis of race, ethnicity, color, gender, sexual orientation, age, religion, national origin, marital status, family status, height, weight, disability, veteran status, genetic status, or any other legally protected status in accordance with all federal, state and local laws and regulations. The District Attorney's General Conference Office will take affirmative action to ensure the fulfillment of this policy.

All staff with the District Attorney's General Conference provides key roles throughout the office to assist in the functioning of the 32 District Attorney Generals Offices.

TO APPLY:

For All Positions:

- Submit **One PDF File** to applicant@tndagc.org
- Comprised of the Following:
 - Signed Application (Designate Position Applying For)
 - Résumé
 - Cover Letter



TENNESSEE DISTRICT ATTORNEYS GENERAL CONFERENCE

STEPHEN D. CRUMP • EXECUTIVE DIRECTOR

Come join our dynamic and experienced team of conflict prosecutors. The Tennessee District Attorneys General Conference is seeking a Staff Attorney to fill a vacancy for an Assistant District Attorney General *Pro Tempore* in upper east Tennessee. The position will be based in the Tri-Cities area with substantial travel. This prosecutor covers the upper east end of the state with some work in other parts of the Eastern Grand Division.

The Tennessee District Attorneys General Conference is seeking a licensed Tennessee attorney with substantial experience as a prosecutor in criminal/ circuit court to fill a Staff Attorney (Assistant District Attorney) position working primarily in East Tennessee. Extensive first-chair jury trial experience is advantageous and preferred.

In any county where the elected District Attorney General has a conflict of interest that results in a voluntary recusal or court disqualification that requires another Prosecutor to act in their place, the Conference assists in finding and appointing a District Attorney General *Pro Tempore* to act in their place. Another District Attorney General from across the state may accept or it may be handled by an attorney on staff with the Conference.

The Conference *Pro Tem* prosecutors' duties vary from case to case with a primary focus on prosecution of conflict cases.

This Position is directly supervised by the Legal Services Director, and reports to the Deputy Executive Director of Legal Services & Policy.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

1. Using sound discretion in distinguishing between cases with no merit and those which should be vigorously and impartially prosecuted, exercising complete responsibility for the prosecution of all assigned cases to ensure the State is represented in any necessary court appearance.
2. Provides all interested parties with notification and updates on continuation, settlement, delay or termination of hearings or trials. Maintains rapport with victims and witnesses; promotes exchange of Victim-Witness information with law enforcement and others, advises and assists Victim-Witness Coordinator in maintaining up to date records.
3. Promotes and maintains good working relationships with all law enforcement agencies and the public.
4. Makes recommendations to the Court on amounts to be paid by a surety upon a bond in the event of forfeiture.
5. Ensures preparation of indictments for each case bound over to the Grand Jury and supports the efficient operation of the Grand Jury while avoiding influence of any kind.
6. Handles Criminal Court plea offers, cross-warrant situations, and takes appropriate action in other related matters.

7. Maintains and enters appropriate case files and other records in a unified case management system pertaining to cases, criminal histories, juries, courts, hearings and other related matters.
8. Provides legal, ethical, and strategic advice and guidance to District Attorneys General and their staff upon request, and contributes legal research to a weekly case law update for Conference attorneys.
9. May supervise other staff and undertake other duties as assigned by the Deputy Executive Director and/or the Legal Services Director.

Accepting applications through September 3, 2025. Salary for this position is based on the statutory scale for Assistant District Attorneys. If you are a current Assistant District Attorney please include a letter of recommendation from your District Attorney indicating that you have spoken with them regarding your application. Please apply via the instructions on our website at www.tndagc.org/join-our-team/.



TENNESSEE DISTRICT ATTORNEYS GENERAL CONFERENCE

STEPHEN D. CRUMP • EXECUTIVE DIRECTOR

DISTRICT ATTORNEYS GENERAL CONFERENCE STAFF APPLICATION

Note: Please complete the following information. Please do not omit any information. Specify the position for which you are applying. Addresses and telephone numbers should be those where the applicant can be contacted. All information is subject to verification.

DATE: _____

NAME: _____
(LAST) (FIRST) (MIDDLE)

CURRENT ADDRESS: _____

MAILING ADDRESS: _____
(if different) _____

TELEPHONE: _____ WORK PHONE: _____

CELL NUMBER: _____

POSITION APPLYING FOR: _____

PERSONAL DATA:

Date of Birth: _____
(MONTH) (DAY) (YEAR)

Driver's License: _____
(NUMBER) (TYPE) (STATE)

Social Security Number: _____

EDUCATION:

High School Attended: _____ Date graduated: _____

Colleges and universities attended:

<u>SCHOOL</u>	<u>LOCATION</u>	<u>FROM/TO</u>	<u>DEGREE</u>	<u>MAJOR</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

SPECIAL QUALIFICATIONS

Specialized coursework/training: If needed, attach separate sheet of paper:

<u>TYPE</u>	<u>LOCATION</u>	<u>DATE</u>	<u>CERTIFICATE OF SERVICE</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

US CITIZEN: [] Yes [] No

MILITARY SERVICE: [] Yes [] No

CURRENT ORGANIZATION MEMBERSHIPS:

NAME OF ASSOCIATION

DESCRIPTION

EMPLOYMENT EXPERIENCE: (Give most recent first. Updated and accurate information should be provided so contact can be made with minimal effort.) Attach additional sheets if necessary.

1. Business Name: _____

Address: _____

Phone #: _____ Dates of Employment: _____

Position: _____ Supervisor: _____

Duties: _____

2. Business Name: _____

Address: _____

Phone #: _____ Dates of Employment: _____

Position: _____ Supervisor: _____

Duties: _____

3. Business Name: _____

Address: _____

Phone #: _____ Dates of Employment: _____

Position: _____ Supervisor: _____

Duties: _____

REFERENCES:

Give three references (not relatives or former or present employers) who are responsible adults who have known you for at least five years.

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE</u>	<u>Relationship</u>
-------------	----------------	--------------	---------------------

What special qualifications do you possess for this position?

Reason(s) for seeking employment with this organization:

Outside interests/hobbies:

CERTIFICATION:

I hereby certify that I (have/have not) been convicted of, or pled guilty to, to any felony and/or misdemeanor charge(s) in violation of any Federal or State law(s) or city ordinance(s).

I further certify that I (have/have not) been dismissed from any previous employment for improper or unprofessional conduct, inefficient service, neglect of duty, incompetence, or insubordination.

I hereby certify that all information provided by me on this application is ACCURATE AND COMPLETE to the best of my knowledge. I understand that any false or incomplete information furnished by me or failure to disclose requested information, may result in the rejection of this application, may make me no longer eligible for consideration for employment or may result in my dismissal after my employment. I authorize the this office to investigate any statement contained in this employment application and release former employers and reference contacts from any and all liability on account of furnishing such information to this office. I further understand that, if considered for this position, this office will conduct criminal and/or driving record checks. I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between this office and myself.

Signed this _____ day of _____, _____

Applicant's Signature