



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Adopted March 12, 2004

2.1.2

Council Personnel

Deputy Director for Legal Services

1. Basic Function.
 - (a) The Deputy Director for Legal Services is responsible for the successful operation of Legal Services.
 - (b) He/she coordinates the activities of Legal Services' Divisions among the District Attorneys and Solicitors-General utilizing their services.
2. Responsibilities And Authority.
 - (a) Making sure that inter and intra agency coordination is effected where necessary.
 - (b) Making reports to the Council and the Executive Director on the activities of each Division, its requirements, and any other important factors influencing its operations.
 - (c) Interpreting the Council's plans and policies to these Divisions in a manner to permit their being understood, appreciated and carried out.
 - (d) Seeing that a sound general organization plan is utilized which will insure adequate coverage of all functions. With the assistance of the Division Directors and the Executive Director, selecting and appointing professional and administrative personnel, and delegating to each through the Division Directors, the responsibility and authority for performance of their functions.
 - (e) Developing and implementing the procedures necessary for the Divisions to perform their functions.
 - (f) Developing and implementing procedures for documenting the work performed by the various Divisions and collecting data necessary to meet any federal grant requirements and state budget justification.
 - (g) Assisting in the development of the Agency's total appropriation request.



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- (h) Recommending to the Executive Director the discharge of professional or administrative personnel for just and sufficient cause.
- (i) Keeping the Council informed on Legal Services' operations and on all important factors influencing them.
- (j) Assisting the Council in the development and formulation of policy on both long and short term programs.
- (k) Reviewing continuously the factors affecting the cost of Legal Services' operations and activities and taking necessary corrective action to keep costs consistent with objectives.
- (l) Assuming responsibility for the improvement, development and maintenance of a balanced organization structure and staff personnel.
- (m) Determining responsibilities and duties, and reassigning functions whenever it is necessary or desirable, for the efficient operation of Legal Services.

3. Relations. Observing and conducting the following relationships:

- (a) Being accountable to the Council for proper interpretation and fulfillment of Legal Services' function, specific and general responsibilities and related authority, and relationships.
- (b) Maintaining mutually confidential relationships between the District Attorneys, Solicitors-General and the Council and guiding Legal Services' Attorneys to fulfillment of their responsibilities in carrying out the plans and policies of the Council.
- (c) Maintaining such relationships with district attorneys, solicitors'-general and law enforcement as are necessary or desirable in the best interest of the Council.
- (d) Conducting such other relationships as the Council may from time to time specify.



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- (e) Supervising the activities of all Legal Services Divisions and rendering them advice and support.