

CHIPPEWA COUNTY, MICHIGAN POSITION DESCRIPTION

POSITION TITLE: SENIOR ASSISTANT PROSECUTOR

Department: Prosecutor's Office

Pay Grade: 17 \$87,332.32-\$102,841.98

Reports To: Prosecutor

Purpose of Position

Works under the authority, guidelines and supervision of the Prosecuting Attorney. The Assistant Prosecutor is delegated authority and responsibility by the Prosecuting Attorney to assist the Prosecutor to fulfill her/his statutory duties, pursuant to MCL 49.153 and MSA 5.751. Performs a wide assortment of routine and complex prosecutorial duties under the direction of the Prosecuting Attorney.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Under the supervision of the Prosecuting Attorney review police reports to authorize or deny warrant requests for criminal prosecution.

Represent the State of Michigan in all stages of prosecution for misdemeanor, felony, and probate cases by appearing in District, Circuit, and/or Probate courts from authorization through trial.

Interview victims and witnesses.

Draft all types of legal pleadings; for example: motions, briefs, stipulations, witness lists, and jury instructions.

Prepare and review search warrants.

Consult with law enforcement agencies.

Any other duties assigned by the prosecuting attorney.

Minimum Training and Experience Required to Perform Essential Duties and Responsibilities

Juris Doctorate from an accredited law school.

Passing the MPRE and licensed to practice law in the State of Michigan and a member, in good standing, of the State Bar of Michigan.

Five years of previous experience as an Assistant Prosecutor, Public Defender or private attorney preferred.

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Ability to carry out work-related philosophies, best interests and policies of the elected Prosecutor.

Ability to communicate effectively verbally and in writing.

Ability to maintain office confidentiality and handle stressful situations.

Ability to carry out work-related philosophies, best interests and policies of the elected Prosecutor.

Demonstrated competence as a trial attorney.

Demonstrated knowledge of legal research, document production and courtroom presentation.

Demonstrated ability to maintain professional integrity and respect for colleagues, co-workers, victims, witnesses, survivor families and the public.

Ability to use office equipment such as telephone, fax machine, calculator, Dictaphone and computer software, including word processing, database and electronic mail/Internet/world wide web.

Ability to use photographic, audio and video equipment.

Ability to conduct research and utilize specialized software packages such as Law Desk, West Law, Lexus or comparable research resources.

County employees are expected to possess and maintain a record of orderly, law-abiding citizenship, sobriety, integrity and loyalty as it pertains to and reflects upon their employment with the County.

County employees must be physically and mentally able to perform the essential duties of their position without excessive absences.

In addition to the above requirements, all County positions require the ability to read, write, speak and understand the English language as necessary for the position, including the ability to follow written and oral instructions.

Special Requirements

Membership in the Michigan State Bar Association and a Notary Public certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions
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Physical Requirements

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The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and to use hands to finger, handle, or feel objects, tools or controls. The employee is often required to talk or hear and view written documents. The employee is occasionally required to walk or stand and reach with hands and arms. The employee is required to manage stress, be it from dealing with people under duress, from the confrontation and negotiation components of the adversarial process or from the demands of the courtroom setting. The employee must occasionally lift and/or move objects of light weight. The noise level in the work environment is typical of a courtroom, ranging from quiet to moderate.

Mathematical Ability

Ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages and measure data.

Language Ability and Interpersonal Communication

Ability to comprehend and correctly use a variety of informational documents including police reports, hospital/medical records, bank records, client/witness statements, billing statements, and other reports and records.

Ability to comprehend a variety of reference books and manuals including law books, maps, Defender Handbook, policies/procedures, etc.

Ability to prepare legal documents, exhibits, case notes, budgets, calendar, memorandum, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Ability to accurately record and deliver information, meet deadlines, and maintain confidentiality of restricted information.

Ability to make independent judgments, use common sense, and exercise sound professional judgment in all daily activities; ability to utilize the principles of influence and rational systems in the performance of tasks.

Ability to learn and understand legal terminology, language, principles, and techniques; ability to expound on knowledge of topics related to primary occupation.

Ability to work under stressful conditions, to respond immediately to crisis situations, and to balance priorities within and between offices/departments.

Ability to obtain proper and correct knowledge on various issues and be knowledgeable of resources available; ability to prioritize and manage pressures of multiple demands; must possess skills in problem identification and personal interaction.

Ability to maintain personal composure and tactfully handle difficult situations and interpret questions correctly; ability to behave in a professional manner.

Ability to supervise, counsel and mediate; ability to persuade, convince, influence and train others; ability to advise and interpret on the application of policies, procedures and standards to specific situations; ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards.

Ability to communicate effectively with immediate supervisor, Judges and their staff, attorneys, law enforcement personnel, doctors/health providers, defendants, witnesses, Court personnel, DOC personnel, coworkers, other County personnel, and the general public verbally and in writing; ability to speak with and before

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others with poise, voice control, and confidence using a well-modulated voice such as in public speaking situations.

Environmental Adaptability

Ability to work effectively in an office, Court, and prison/jail environment.

Essential functions are regularly performed without exposure to adverse environmental conditions.

Fair Labor Standards Act Status

This position is exempt from the overtime provisions of the Fair Labor Standards Act.

Chippewa County is an Equal Opportunity Employer. In compliance with the Americans With Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.