

## ASSISTANT PROSECUTING ATTORNEY

### General Summary

Under the direction of the Prosecuting Attorney and the Chief Assistant Prosecuting Attorney, reviews and authorizes requests for warrants, determines the appropriate charges, and prosecutes criminal cases. Regularly presents criminal cases in circuit, family court, probate court, and district court. Attempts to resolve and dispose of criminal cases or tries cases to bench or jury.

Salary: \$70,324.00 - \$86,028.00 annually depending on experience. Competitive benefits package.

### Essential Job Functions

1. Reviews criminal warrant requests from State, county, and local law enforcement agencies; analyzes police reports; collects input from law enforcement officers; researches the law to determine applicable statutes; and exercises discretion, under supervision, to determine whether adequate grounds exist to authorize warrants.
2. Researches and prepares criminal cases for trial, motion, sentencing, or other proceedings; researches and analyzes applicable law for trial, motion, or sentencing; interviews witnesses; investigates claims; develops trial strategies; directs law enforcement officers in further investigations.
3. Appears in court for arraignments, motions, trials, sentencings, or other proceedings as agent of the Prosecutor representing the People of the State of Michigan or other appropriate parties; selects juries; presents arguments; examines and cross-examines witnesses; introduces physical exhibits; confers with Judges and defense counsel on points of law, procedure, or in furtherance of resolving case; argues factual conclusions to Judge or jury.
4. Works cooperatively with law enforcement officers from various agencies to ensure investigation and reporting of assigned cases are accomplished in accordance with professional and judicial rules and standards; provides advice and instruction to police officers and agencies.
5. Attempts to resolve and dispose of pending criminal cases by conferring with attorneys, victims, and parties involved to reach agreements on pleas.
6. Drafts motions, briefs, or other legal documents.

7. Reviews requests for search warrants and authorizes search warrants as appropriate.
8. Responds to citizen questions and/or complaints.
9. Responds to legal inquiries from various law enforcement agencies; prepares and conducts training programs for law enforcement personnel.
10. Assists the Prosecutor and Chief Assistant in researching and rendering opinions on legal issues involving the County and advises county agencies and department heads on legal issues; represents Shiawassee County on zoning, health, nuisance, or other civil matters.
11. Assists in the preparation and presentation of appeals of cases from probate or district court.
12. Serves in an on-call capacity on a rotating basis to receive calls from police officers or to prepare search warrants or charging documents during non-business hours.
13. Represents the Prosecutor in Probate Court matters including, delinquency, and mental commitment cases, including review of petitions, case research, investigation, and presentation in court.
14. Represents petitioners in personal protection order violation hearings.
15. Represents the Michigan Attorney General at driver's license restoration hearings or in motions to set aside convictions.

*This list may not be inclusive of the total scope of the job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.*

### **Employment Qualifications**

**Education:** Law degree from an accredited law school.

**Experience:** Criminal law experience preferred.

**Other Requirements:** Licensed to practice law in the State of Michigan.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

### **Physical Requirements**

*This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants' unable to fulfill one or more of these requirements.*

Ability to access all courtrooms within the County.

Ability to remove books or other reference materials from bookshelves and transport materials to worksite.

Prolonged sitting and standing while in the courtroom.

Ability to carry briefcases, files, technology, and/or legal volumes to courtrooms.

Ability to access filing system.

Ability to enter and retrieve information from computer systems.

Ability to generate various documents from computer systems.

### **Working Conditions**

Works in an office setting, courtrooms, the county jail, police agency sites and other offsite locations.

Routine exposure to individuals who have been charged and/or convicted of a variety of criminal offenses including sex offenses and assaultive crimes.