

County of Leelanau
Job Description

ASSISTANT PROSECUTING ATTORNEY

Supervised By: County Prosecutor

FLSA Status: Exempt

General Summary:

Under the supervision of the Prosecuting Attorney, participates in the prosecution of persons accused of violation of criminal laws by collecting, analyzing and presenting evidence before the County District, Circuit, and Probate Courts.

Essential Duties and Responsibilities:

An employee in this position may be called upon to perform any or all of the following essential functions. These examples **do not** include all of the duties which the employee may be expected to perform. An individual must be able to perform each essential function satisfactorily.

- Serves in a full-time capacity as the chief legal assistant to the Leelanau County Prosecuting Attorney.
- Regularly interviews victims of crimes and police officers seeking criminal warrants, reviews police reports, interviews witnesses, and gathers and analyzes other information in order to determine if a complaint should be authorized.
- Determines, or makes authoritative recommendations on, the appropriate charges to be made on assigned criminal cases.
- Participates in pretrial activities including bond hearings, arraignments, plea negotiations, and interactions with defense counsel and defendants.
- Prepares for court appearances by drafting briefs, gathering and analyzing evidence, interviewing witnesses, researching appropriate law, and researching previous related cases.
- Appears in court for preliminary examinations to present evidence demonstrating why the case should go to trial.
- Plans and conducts trials in courts by delivering the prosecution's case in opening and closing statements and calling, examining, and cross examining witnesses.

- Prepares answers to motions filed by defense attorneys, prepares prosecution's motions of assigned cases, and appears in court to argue these motions.
- Renders legal advice to law enforcement officers.
- Serves as a representative of the Prosecutor's Office at various county, regional, and state meetings.
- Renders preliminary drafts of legal opinions regarding corporate counsel matters.
- Serves as lead worker, coordinating the day-to-day activities and assigning work to entry-level professional staff.
- Prepares appellate briefs, and attends appellate court hearings and motions.
- Performs other related legal duties as assigned.

Employment Qualifications:

Education: Possession of a juris doctorate degree from an accredited law school.

Experience: Admission into the State Bar of Michigan. Prior trial experience is helpful.

A criminal background check and fingerprinting are required prior to employment.

The qualifications listed above are guidelines. Other combinations of education and experience which could provide the necessary knowledge, skills and abilities to perform the job should be considered.