

**Senior Attorney in Charge of Probate and Family Court Services**

**GENERAL SUMMARY**

Primary function of the job is to participate in the prosecuting of all phases of probate and family court matters, including involuntary treatment of mentally ill persons, paternity, child support, divorces involving minor children, guardianships, juvenile offenses, abuse and neglect matters and personal protection orders. This includes preparing and responding to motions, hearings, trials, dispositions, and appeals to circuit court and the Court of Appeals. Employees in this job are responsible for supervising designated staff and other administrative matters as designated by the Prosecuting Attorney. Assists the Prosecuting Attorney in developing policy and procedure in all matters involving probate and family court matters.

Employees must meet the minimum requirements, conditions of employment, and be able to successfully perform all essential duties and responsibilities with or without reasonable accommodations.

This position may require irregular hours. This position may also require travel by the employee in the employee's own vehicle. May be required to work on-call in an emergency.

**PRIMARY DUTIES AND RESPONSIBILITIES** (may include but are not limited to the following)

- Prosecutes all phases of trials, jury or non-jury, motions, appeals, and/or hearings in probate court and the circuit court family division, as well as certain appeals in the Court of Appeals, Supreme Court, and Federal Courts.
- Provides legal advice and consultation to less experienced attorneys, law enforcement, internal staff, department of human services, child protective services, and citizens.
- Reviews and collaborates on the investigations of law enforcement, applicable internal and external departments, including child death review team meetings.
- Assists in the development, review, and implementation of policies and procedures for groups related to the criminal justice system.
- Prepares for litigation proceedings, which includes researching the law; writing and preparing briefs; conversing with and preparing witnesses to give testimony; negotiating case resolutions with attorneys; preparing and implementing case strategies; and performing related activities.
- Presents and argues cases to juries, judges, and other fact finders.
- Prepares legal documents, including petitions, motions, briefs, and directives.
- Responsible for the review, development, and implementation of policies, procedures, processes, and guidelines in compliance with legislation, regulations, and policies under the direction of the Prosecuting Attorney.
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**Grand Traverse County, MI**  
**Job Description**

- Supervises designated professional and support staff, including interviewing and selecting of job applicants, training, overseeing work, participating in disciplinary decisions and actions, and establishing and evaluating appropriate performance standards in accordance with County objectives.
- Participates in the day-to-day tasks of reviewing agency and police reports, warrant screening, drafting of search warrants, petitions, and other legal documents, and provides specialized information and advice to various police agencies and State agencies.

**EDUCATION, FORMAL TRAINING, AND EXPERIENCE** (minimum requirements)

- Juris Doctorate Degree
- Ten or more years directly related experience

**CERTIFICATIONS, LICENSES**

- Member in good standing of the State Bar of Michigan is required
- Requires a valid driver's license and personal vehicle insurance and must maintain eligibility to drive as per the County's Vehicle policy.

**CONDITIONS OF EMPLOYMENT** (minimum requirements - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check may be required for an individual hired, transferred, reclassified, or promoted into to this job. The categories of background checks may include but are not limited to confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; and/or drug testing as required and allowable by law.

Required to serve in an "on-call" capacity

**DISTINGUISHING CHARACTERISTICS**

Work involves the origination of models, concepts, theories that are new to the field, and where no prototype exists in the overall organization and few, if any guidelines exist. Leadership judgment, and risk management skills are needed to deal with largely undefined issues or to find solutions to unyielding problems. Errors at this level could lead to extraordinary costs, major litigation, destruction of property, loss of funding, or failure of the agency to accomplish its mission and may require the intervention of the County's senior executives to resolve or may not be resolvable, loss of life or major harm or life impairment.

Compared to the Assistant Prosecuting Attorney III, tries more complex cases and leads the work of other attorneys. Compared to the Chief Assistant Prosecuting Attorney, helps train but does not formally supervise staff in district or circuit courts.

### **PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS**

- May be required to reach with hands and arms; sit; stand; talk and hear; use hands to finger, handle, or feel.
- May be exposed to infectious diseases, criminal suspects or prison inmates.
- May occasionally be required to lift/move up to 50 pounds.

### **KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES** (minimum requirements)

- Proficiency in English grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
- Knowledge in the prosecution of certain appeals in the Court of Appeals, Supreme Court, and Federal Courts
- Considerable knowledge of substantive and procedural law in all areas of criminal and civil law
- High degree of expertise regarding complex or major prosecutions, with or without multiple defendants
- Knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data
- Advanced interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies.
- Ability to effectively supervise Attorneys I-III, paternity and child support specialist and office staff.
- Appropriately and effectively represent the County at a variety of community events and activities in support of positive public relations initiatives and develop liaison relationships between the community and the County.
- Skill in researching and resolving problems in order to ensure compliance
- Ability to develop as well as interpret and explain complex policies, processes, regulations, and applicable laws in layman's terms.
- Ability to recognize case-specific and systemic problems
- Ability to provide expedited legal guidance under exigent circumstances
- Ability to consistently demonstrate sound ethics and judgment
- Ability to think analytically and apply sound judgment, solve problems, make effective decisions, and act with integrity
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job
- Ability to facilitate meetings effectively and efficiently
- Ability to accurately organize and maintain paper documents and electronic files
- Ability to maintain the confidentiality of information and professional boundaries
- Ability to use County resources effectively and efficiently