



GRAND TRAVERSE COUNTY, MI JOB DESCRIPTION

ASSISTANT PROSECUTING ATTORNEY I

GENERAL SUMMARY

Primary function of the job is to participate in the processing of complaints from various policy agencies and assisting with all phases of prosecution. Employees work as part of a team and are responsible for ensuring that the team meets its objectives.

Employees must meet the minimum requirements, conditions of employment, and be able to perform successfully 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)

- Assists in the day-to-day tasks of reviewing police reports, warrant screening, drafting of search warrants, petitions, and other legal documents, and provides legal information and advice to various police agencies.
- Provides guidance to the police and other governmental agencies in their investigation of complaints.
- 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.
- Prosecutes all phases of criminal trials, jury or non-jury, and/or hearings in District or Probate Courts.

EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

- Juris Doctorate Degree
- Less than three months of related experience

CERTIFICATIONS, LICENSES (minimum requirements)

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

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

- Required to serve in an "on-call" capacity

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include, but is 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; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by

law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

DISTINGUISHING CHARACTERISTICS

Work involves the development of new guidelines and techniques, establishing criteria or developing new information where guidelines may not exist for all situations and considerable independent judgment, personal discretion, and resourcefulness are needed to interpret circumstances, and to make decisions in major areas where there may be uncertainty in approach, methodology, and interpretation. 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.

Compared to the Assistant Prosecuting Attorney II classification, tries less complex cases, requiring less trial experience.

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.
- Fundamental knowledge of basic criminal law
- 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.
- 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 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
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