



ISABELLA COUNTY, MICHIGAN

Position	Senior Assistant Prosecuting Attorney	FLSA Status	Exempt
Department	Prosecutor's Office	Pay Grade 16	\$60,955-75,342

GENERAL SUMMARY

Prosecutes felony and/or abuse and neglect cases and provides general coverage for misdemeanor, juvenile, SOS (Secretary of State) hearings and formal hearings. Reviews and authorizes requests for warrants, determines the appropriate charges and prosecutes criminal cases. Prepares for trial, negotiates cases for pleas, prepares legal motions, answers defense motions, prepares search warrants, and advises law enforcement on legal issues. Presents felony cases in the circuit Court, County trial Court, and well as district and probate Court matters as necessary. Attempts to resolve and dispose of criminal cases or tries case in Court. Supervises an assigned caseload of the office such as the probate or misdemeanor caseload.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Reviews criminal warrant requests from State and local law enforcement agencies, analyzes police reports, collects input from the law enforcement officer[s], researches the law as necessary to determine applicable statutes and determines whether adequate grounds exist to authorize a warrant.
- Researches and prepares criminal cases for trial, motion, sentencing and other proceedings. Researches applicable law, interviews witnesses and investigates claims. Develops trial strategies and directs law enforcement officers in further investigations.
- Appears in Court for arraignments, motions, trials, sentencing and other proceedings to represent the Prosecutor. Selects jury, presents arguments, examines and cross-examines witnesses, introduces physical exhibits, confers with Judge and defense counsel on points of law and procedure and argues factual conclusions to a Judge or jury.
- 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 agencies.
- Attempts to resolve and dispose of pending criminal cases by conferring with attorneys and parties involved in order to reach agreement on pleas and potential sentences.

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- Supervises the probate or misdemeanor caseload of the office, including ensuring cases are assigned, Courtrooms are covered and all assignments are properly completed.
- Drafts motions, briefs and other legal documents.
- Researches the more difficult legal issues through the use of computer research as well as local resources.
- Assists the Prosecutor and Chief Assistant in researching and rendering opinions on legal issues involving the County and advises county agencies and departments on legal issues.
- Performs other duties as assigned.

MINIMUM ENTRANCE QUALIFICATIONS

Education and Experience

- Juris Doctorate Degree.
- Some work experience in prosecutor's office.
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities.

Licenses or Certifications

- License to Practice Law—State Bar of Michigan.

OTHER JOB REQUIREMENTS

- None.

PREFERRED QUALIFICATIONS

- None.

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Criminal law.
- Court policies and procedures.
- Modern office equipment, procedures and applicable software packages.
- Child protective Laws.
- Various law enforcement agencies.
- Departmental policies and procedures.
- Trial preparation and caseload.

Skill in:

- Research and drafting legal documents.

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- Public speaking.
- Negotiation, persuasion and mediation.
- Analytical thinking.
- Establishing and maintaining effective working relationships.
- Written and verbal communication.
- Working collaboratively as well as independently.
- Following and issuing oral and written instruction.
- Organization and time management.
- Meeting scheduled deadlines.

WORK ENVIRONMENT/CONDITIONS

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

Work Environment	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Office or similar indoor environment			X
Outdoor environment	X		
Street environment (near moving traffic)	X		
Construction site	X		
Clinical health care environment	X		
In the community (homes, businesses, etc.)	X		
Warehouse environment	X		
Shop environment	X		
Detention center or correctional facility		X	
Exposures	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Individuals who are unpleasant or unhappy		X	
Individuals with known violent backgrounds		X	
Communicable diseases	X		
Bodily fluids (blood, urine, etc.)	X		
Infectious waste	X		
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	X		
Moving mechanical parts	X		
Risk of electrical shock	X		

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Vibration	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances waste	X		
Loud noises (<i>85+ decibels</i>)	X		

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position is generally *sedentary*. Employees sit most of the time, but may walk or stand for brief periods of time.

Date created:	12/07/2016
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