



ISABELLA COUNTY, MICHIGAN

Position	Assistant Prosecuting Attorney	FLSA Status	Exempt
Department	Prosecuting Attorney's Office	Pay Grade	15

GENERAL SUMMARY

Reviews and authorizes requests for warrants, determines the appropriate charge and prosecutes criminal cases. Presents criminal cases in the district court, is assigned felony cases consistent with the level of professional development, and assists with other matters as assigned. Attempts to resolve and dispose of criminal cases or tries cases in court. Handles misdemeanor, felony, child support, abuse and neglect, personal protection, traffic cases, and fills in with anything else needed.

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.

- Screens misdemeanor and urgent in-jailer warrant requests and makes charging decisions.
- Screens juvenile delinquency petition requests and makes charging decisions.
- Generates documents, orders and support guidelines.
- Meets with pro per defendants and defense attorneys in person or on the phone and discusses case status and options for settlement in misdemeanor and juvenile delinquency cases.
- Handles violations of personal protection orders on behalf of the petitioner.
- Writes and responds to legal pleadings including motions, answers, notices and appeals briefs.
- Litigates misdemeanor cases including pretrial preparation, final settlement negotiation, jury selection, and trial.
- Settles and tries juvenile delinquency cases, as needed, including preparing witness lists, jury instructions, meeting with witnesses and victims, making a trial binder and ultimately taking the case to trial if necessary.
- Draft petitions and pleadings in child protective cases, including emergency child protective proceedings. Meets with walk-ins for juvenile incorrigible and mental health petitions.
- Appears in court on behalf of the Department of Health and Human Services to conduct hearings on child protective cases. Acts as an advocate in hearings and trials.
- Performs other duties as assigned.

MINIMUM ENTRANCE QUALIFICATIONS

Education and Experience

- Juris Doctorate or pending Bar Exam results.
- Some experience such as Criminal prosecution and Probate court experience, including prior experience in juvenile delinquency prosecution and handling abuse and neglect cases, or judicial clerk experience.
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities.

Licenses or Certifications

- Licensed by the State of Michigan to practice law or pending Bar Exam results.

OTHER JOB REQUIREMENTS

- None.

PREFERRED QUALIFICATIONS

- None.

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Felony and misdemeanor crimes, elements, penalties and procedures.
- Department of Health and Human Services.
- Child protection law and procedure.
- Law and court procedure.
- Modern office equipment, procedures and applicable software packages.
- Paternity testing.
- LEIN reports, police report and other records and information.
- Issues and considerations unique to the juvenile justice system.
- Criminal law and procedure.
- Courtroom decorum.

Skill in:

- Interviewing witnesses, defendants and victims.
- Establishing and maintaining effective working relationships.
- Written and verbal communication.
- Calculating sentencing guidelines.

- Negotiation and effective argument.
- Drafting motions and writing appeals.
- Handling cases involving sensitive and emotional information.
- Reading and using the PACC/PAAM warrant manual.
- Analyzing complex sets of facts to determine best charges.
- Organization and time management.
- Exercising prosecutorial charging discretion.
- Analysis and problem solving.
- Conducting legal research.

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:	12/09/2016
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